

PINELLAS COUNTY SCHOOLS
EDUCATIONAL ALTERNATIVE SERVICES
INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM/RESIDENCY QUESTIONNAIRE

Student Name	School	Grade	Date of Birth
Street Address	City	State	Zip (Area Code) Phone Number

SECTION A

AS THE PARENT(S) OR GUARDIAN(S) OF THIS SCHOOL—AGED CHILD(REN), IF YOU ARE CURRENTLY LIVING IN A HOME, APARTMENT, TRAILER, CONDO, OR OTHER HOUSING AND YOUR NAME IS/ARE ON THE LEASE OR MORTGAGE, PLEASE CHECK THE BOX.

❖ IF YOU CHECKED THE BOX IN SECTION A PLEASE **STOP** AND SIGN FORM AND SUBMIT TO SCHOOL. IF YOU DID NOT CHECK THE BOX, MOVE TO SECTION B

Parents/Guardians: The answers you give below will help the district determine which services your child(ren) may be able to receive. Under the federal McKinney-Vento Homeless Assistance Act, students who are determined to be homeless or in transition in their living situation may be provided to transportation to their school of origin (even if they are out-of-zone), free meals, and free school supplies.

The Act also mandates immediate enrollment of these students even if the student/parent does not have all required documentation (such as proof of residency, immunization, birth certificate). However, the required documents shall be submitted to the appropriate school staff within 30 days.

SECTION B

Presently, where is the student living? Check one box.

- In an emergency or transitional shelter housing because I do not have permanent housing
- With more than one family in a house or apartment due to economic circumstances (also known as “doubled-up” or “shared housing”)
- In a hotel or motel
- In a tent, car, van, abandoned building, on the streets, at a campground, or other unsheltered location
- Awaiting foster care
- In a residence, but the home lacks electricity, running water, gas or is over-crowded
- Unaccompanied minor not living with a parent or legal guardian (may be in shared housing or “couch surfing”)
- Other temporary living situation: (please describe) _____

❖ IF YOU CHECKED ANY OF THE BOXES IN SECTION B PLEASE PROCEED WITH COMPLETING SECTION C. IF YOU DID NOT CHECK ANY BOXES IN SECTION B, PLEASE **STOP** AND SIGN FORM AND SUBMIT TO SCHOOL

SECTION C

Factors contributing to the student’s current living situation (check all that apply):

- Mortgage foreclosure Natural Disaster Flooding Hurricane Tropical Storm Tornado Wildfire/Fire
 - Earthquake Other (unemployment, health issues, domestic violence, forced eviction, man-made disaster, etc.)
- (Please explain): _____

The student(s) live with: (check all that apply)

- parent(s) legal guardian(s) alone with no adult temporary foster care placement
- a relative, friend or other adult that is not legal guardian relationship: (please describe) _____

Please provide information for siblings (brothers or sisters) of student listed above (if additional lines are needed, attached another page).

NAMES OF OTHER STUDENTS IN THE HOME	SCHOOL (INCLUDE HEAD START, EVEN START, OR PRE-K)	D.O.B.	GRADE	M/F

Person Completing the Form (Print Name)	Signature	Date
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Purpose of the Enrollment Form/Residency Questionnaire

Under the federal McKinney-Vento Homeless Assistance Improvements Act, Pinellas County Schools (PCS) staff are required to identify students experiencing homelessness or transitional living (reference PCS Policy 5111.01)

Who should fill out the Enrollment Form/Residency Questionnaire?

The Enrollment Form/Residency Questionnaire should be filled out for all students enrolling in school and for all students who have had a change of address in grades Preschool-12. Preschool includes any PCS Program for 3-5 year olds, such as Pre-K, Head Start, or Even Start. This form should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied homeless youth or age 18+ youth by the student directly.

Confidentiality

Student/Family housing information should be kept confidential to the maximum extent possible in order to provide for the student's educational needs. PCS staff may share this information with personnel such as the Homeless Liaison, the data management tech, the student's teachers, guidance counselor, social worker or other staff directly designated as working with the homeless population in the district. *The school staff should reassure the student/family that all housing status information will be kept confidential. PCS staff will not contact a landlord to verify a student's housing status.*

PCS policy mandates that students/families who are in transition or are experiencing homelessness will not be stigmatized.

Who is considered homeless or in transition under the McKinney-Vento Act?

A student is considered homeless or in transition if a parent, person in parental relation, or unaccompanied youth indicates that a student is living in one of the temporary housing arrangements listed below:

- In an emergency or transitional shelter due to lack of permanent housing
- Living with more than one family in a house or apartment due to economic circumstances (known as "doubled-up" or "shared")
- In a hotel or motel
- In a tent, car, van, abandoned building, on the streets, at a campground, or other unsheltered location
- Awaiting foster care
- In substandard housing due to: no electricity, no running water, no gas, or is over-crowded
- Unaccompanied homeless student not living with a guardian or parent
- Other

The federal McKinney-Vento Homeless Assistance Improvements Act provides for:

- Immediate enrollment even if the student/parent does not have all required documentation
- Bus transportation to school of origin, when feasible, and more than 2 miles from the school
- Eligibility for free meals
- School supplies
- Academic support and advocacy
- Referrals to community resources such as medical, mental health, food, housing, clothing, school uniforms, preschool childcare, etc.

Instructions for Data Management Technicians (DMTs):

Upon receipt of the completed Enrollment Form/Residency Questionnaire please review the form and if there are boxes checked in Section B you can code the student in FOCUS as homeless (Exit Interview Tab). If you have any questions or concerns about the information provided in Section B please forward (via Pony) the completed Questionnaire to the respective HEAT staff so that they can determine if the student is homeless or not.

It is important to input this information into FOCUS as quickly as possible so that this student may begin to receive services (such as free meals and bus transportation).

The DMT shall maintain (at the school) completed Enrollment Form/Residency Questionnaires that have no items marked in Section B for one year. The DMT shall forward (via Pony) all completed Enrollment/Residency Questionnaires with items checked in Section B & C to the HEAT Program. The Pony information is: **HEAT Program c/o Bayside Service Center (Pony Route #2)**

If you have any questions or concerns about this process, please contact one of the HEAT Program staff listed below:

Christine Cantrell—cantrellc@pcsb.org or 727-278-6119

Jennifer Gallman—gallmanj@pcsb.org or 727-423-5967

Suzanne Hennessey—hennesseys@pcsb.org or 727-638-3281

Janet Walker—walkerja@pcsb.org or 727-638-3229

Dr. Patricia Williams—williamsdp@pcsb.org or 727-423-1479

Brenda Johnson—johnsonbre@pcsb.org or 727-507-4766

LEA Liaison—Althea Hudson—hudsona@pcsb.org or 727-588-6063

Any disputes related to homeless families and homeless unaccompanied youth that cannot be resolved at the school level, are referred to Althea Hudson, through the respective HEAT staff.

Thank you for your assistance.