



5 Things Enrollment Personnel Can Do For Students and Families Experiencing Homelessness

1. You are the first contact the family may have with the SPPS school district. Be sensitive, patient, calm, and reassuring. YOU can make a difference.
2. Provide the student and family with confidentiality: take them to a private room to address questions.
3. Learn to identify the following possible signs of homelessness:
 - Chronic hunger or tiredness
 - Erratic attendance at schools
 - Attendance at multiple schools
 - Poor grooming or clothing that draws attention
 - Lack of records, such as birth certificate, immunization record, pre-school physical, and school records, or incomplete records
 - Parent who seems confused when asked about the last school attended
 - Low-income motel address on enrollment form
 - Statements from family such as: "We've been having a hard time lately." "it's a new address. I can't remember it." "We move a lot and are staying with friends until we find a place."
4. Assure families that children can enroll if you think that they are experiencing homelessness. (Mandated by the McKinney-Vento Homeless Education Act, P.L. 107-110.)
 - Enroll the child immediately (even without records). Ask for the name and city of the last school attended; then call that school and ask to have the records sent.
5. Take the family to a private place to fill out enrollment forms.