PINELLAS COUNTY SCHOOLS

EDUCATIONAL ALTERNATIVE SERVICES ENROLLMENT FORM/RESIDENCY QUESTIONNAIRE

Student Name (First name, Last name)	Scho	School		le	Date of Birth	
Street Address	City	State	Zip	(Aı	(Area Code) Phone Number	
SECTION A As the parent(s) or guardian(s) of these scondominium, or other housing and your nayou checked this box, in SECTION A please continue to SECTION B.	school-aged students, it me(s) is/are on the leas	se or mortgage o	r you are the	nome, apartn home owne	nent, mobile r, please che	home, eck this box. If
Person completing the form (print na	me)	Signature		Date		
SECTION B Please provide information for siblings (brot Names of Other Children in the Home (First Name, Last Name)	Scho	ent listed above (ol Name Start, PreK, K-1		nes are need Date of Birth	ded, attach a	nother page). M/F
I. If your family is currently residing in a (A) Staying in a transitional or emer (B) Sharing the housing of others d (D) Substandard housing: lacks ele (D) Sleeping in a car, campground, (E) In a hotel or motel	gency shelter or FEMA ue to loss of housing or ctricity, gas, running wa	trailer economic hards	ship			
II. Are you a homeless unaccompanied y	outh not in the custod	ly of a parent o	r guardian?	☐ Yes ☐] No	
] (E) Earthquake] (S) Tropical Storm	☐ (F) Flooding ☐ (T) Tornado	☐ (H) Hu ☐ (U) Un	known 🗌	(W) Wildfire	
IV. The student(s) live with: (check all that Parent(s) A relative, friend or other adult that i	☐ Guardian(s)	Guardian(s) Alone with no adult				
**McKinney-Vento Act (MVA) e	eligibility is only go EAT representative					ents must
						
**NOTICE TO PERSON If you marked any of the items in SECTIO that protects the educational rights of ho Child can continue to attend the school living out-of zone. Parent can request assistance with trar Child is entitled to receive free meals fo Child can participate in school program Child must be immediately enrolled in s residency, immunization records etc. If enrollment dispute is made, the child If you want further information about the provide free services, educational support	ON B, your child has the meless students: that he/she attended be asportation. For the entire school years equal to children that echool, even if you lack can continue to attend provisions of the Mckerts, referrals to comme	ne following riging for the situation of	hts, as define on occurred (p sing. dress or lack pute is being act please co tions, and ac	ed in the fedorer SECTION required document and rentact the HE	deral McKin N B) even if t uments such esolved. EAT Prograr related to Mo	hey are now as proof of head as the staff

PINELLAS COUNTY SCHOOLS EDUCATIONAL ALTERNATIVE SERVICES ENROLLMENT FORM/RESIDENCY QUESTIONNAIRE

Purpose of the Enrollment Form/Residency Questionnaire

Under the federal McKinney-Vento Act, Pinellas County Schools (PCS) staff are required to identify students who are experiencing homelessness (often referred to as being in transition in your housing situation) (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 in grades Preschool – 12 by the parent or guardian or if the student is a homeless unaccompanied youth, the student may complete the questionnaire. The Enrollment Form/Residency Questionnaire should be completed when students are enrolling in school or when students have had a change in address. Preschool includes any PCS Program for 3-5 year olds, such as Pre-K or Head Start.

Confidentiality

Student/family housing information shall 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, school 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.

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

The situations outlined in **SECTION B** (page 1) are examples of housing situations that are considered homeless under this federal law.

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

Dispute Resolution

Any disputes related to homeless students or homeless unaccompanied youth that cannot be resolved at the school level are referred to the District Homeless Liaison, Christina Fields, through the respective HEAT staff.

<u>Instructions for School-Based Data Management Technicians (DMTs):</u>

Upon receipt of the completed Enrollment Form/Residency Questionnaire and you have completed a review:

- ✓ If the completed form has the box in **SECTION A** marked you shall maintain these questionnaires onsite for one year and then shred. These student(s) would **not** be coded as homeless.
- ✓ If the completed form has any items checked in **SECTION B**, and to the best of your knowledge they meet the McKinney-Vento Act, <u>code</u> the student(s) in FOCUS as homeless in the Exit Interview Tab under sections: **HOMELESS STUDENT PK-12**, **UNACCOMPANIED HOMELESS YOUTH AND HOMELESS CAUSE**. <u>ALL THREE SECTIONS MUST BE CODED FOR STATE REPORTING PURPOSES</u>. (See the purple DMT Cheat Sheet for further information.)
- ✓ Once coded, send the completed questionnaire to the HEAT office (see Pony address below) so that they can be maintained by the HEAT Program.
- ✓ If you have questions or concerns about the marked items in **SECTION B**, please forward the completed Questionnaire to the HEAT Program office (see Pony address below) so that they can make contact with the parent/guardian/student to assess.

**IMPORTANT

- ✓ It is extremely important to enter the correct homeless coding into FOCUS under the Exit Interview Tab **as quickly as possible** so that the student may begin to receive services promptly (such as free meals and bus transportation) and for data collection to the Florida Department of Education.
- ✓ The Pony information is: *HEAT Program c/o Clearview Adult Education Center (Pony Route #3)*

Additional Resources

HEAT Website: http://pcsb.schoolwires.net/Page/1577

2-1-1 Tampa Bay Cares: http://www.211tampabay.org/

National Association for the Education of Homeless Children and Youth (NAEHCY):

http://www.naehcy.org/

National Center for Homeless Education at SERVE: http://center.serve.org/nche/

PCS Form 2-3095 (Rev. 1/20) Page 2 of 2 Review Date 1/21