

# Appendix G: School-Level Point of Contact Form



Under the McKinney-Vento Homeless Assistance Act, the local homeless education liaison is responsible for ensuring that homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies. The local liaison may find it beneficial to have a school-level point of contact to assist with identifying and supporting the education of children and youth experiencing homelessness.

## Appendix G includes:

- School-Level Point of Contact Form

## Additional Resources

- NCHE Information by Topic: ***School Personnel Resources webpage***; visit [http://www.serve.org/nche/ibt/educ\\_schpers.php](http://www.serve.org/nche/ibt/educ_schpers.php): This NCHE webpage provides additional and more in-depth resources for educating school personnel about the needs of children and youth in homeless situations. Resources include:
  - ***Introduction to the Issues brief***: This brief provides an overview of the main issues within the field of homeless education. It is a good general resource, but is also particularly helpful for introducing new people to the field or introducing the issue to those outside of the field.
  - ***School Nurses: It's Not Just Bandages Anymore***: This brief from Project HOPE-Virginia discusses the role school nurses can play in addressing the health needs and supporting the education of students experiencing homelessness.
  - ***School Social Workers: A Necessary Link to School Success for Students Experiencing Homelessness***: This brief from Project HOPE-Virginia discusses the role school social workers can play in assisting homeless families and their school-aged children.



## School-Level Point of Contact Form

The school-level point of contact for homeless education ideally should be someone involved with student enrollment or working with students on a regular basis (e.g., a guidance counselor). Please fill in the information below and return the form via intra-school district mail by \_\_\_\_\_ (date).

**School Name:** \_\_\_\_\_

**School-Level Point of Contact  
for Homeless Education** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Thank you for your time. I will be providing your school contact with more information.

Local Homeless Education Liaison Name: \_\_\_\_\_

District Mail Location: \_\_\_\_\_



# School-Level Point of Contact for Homeless Education Information Sheet

## What is a Point of Contact for Homeless Education?

A person in the school who can be contacted by the school district's local liaison to share information about educating children and youth experiencing homelessness.

## What are the responsibilities of a Point of Contact?

- Share information sent by the local liaison with appropriate school faculty and staff members
- Share with the local liaison any difficulties that the school is experiencing in working with students who are homeless or other information, as needed

## What is the time commitment?

The time commitment may be less than one hour a month if the school has few or no issues related to homeless education. If there are issues with enrolling or educating students who are experiencing homelessness, more time may be needed.

## How am I going to learn more about this new responsibility?

A follow-up letter giving more details and information will be sent to all school-level points of contact once principals have designated contacts.

## What basic facts do I need to know about the education of children and youth experiencing homelessness?

All children have a right to a free, appropriate public education. The McKinney-Vento Homeless Assistance Act (Public Law 107-110) effective July 1, 2002, requires that homeless children:

- Be enrolled immediately in school, even if lacking documentation normally required for enrollment such as immunization or other health records, previous academic records, birth certificates, proof of residence, or proof of guardianship.
- Have a choice in where to enroll: their school of origin or the local school for their current residence.
- Have access to services comparable to those that housed students receive, including Title I, Part A, services.

## Whom can I contact with questions about this responsibility?

Contact the school district's local homeless education liaison:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

