



Administrative Procedures for Policy 150.02: Students Experiencing Homelessness (Attachment for Policy 150.02)

Implementation of the Education for Children and Youth Experiencing Homelessness (ECYEH) Program

To ensure full compliance with the McKinney-Vento Homeless Assistance Act, Pennsylvania Education for Children and Youth Experiencing Homelessness (ECYEH) Program guidance, and applicable Pennsylvania Department of Education (PDE) regulations, Universal Charter Schools shall implement the following operational procedures to support the identification, enrollment, and educational success of students experiencing homelessness.

These procedures are designed to ensure consistent implementation across all Universal Charter Schools campuses and to remove barriers to enrollment, attendance, participation, and academic success.

Identification of Students Experiencing Homelessness

Universal Charter Schools shall implement multiple identification methods to ensure that students experiencing homelessness are promptly identified.

Identification procedures shall include:

- Completion of a Housing Questionnaire during initial enrollment and annual re-enrollment.
- Staff referral when school personnel become aware of potential housing instability.
- Self-identification by students or families.
- Referrals from community partners including shelters, social service agencies, and housing programs.
- Review of attendance, residency, and enrollment records that may indicate housing instability.
- Identification of unaccompanied youth who are not in the physical custody of a parent or guardian.

The school's McKinney-Vento Liaison shall review all potential cases and determine eligibility in accordance with the definition of homelessness established under the McKinney-Vento Act.

Once identified, the student shall be immediately coded in the School Information System (SIS) and included in required ECYEH reporting.

Immediate Enrollment and School Stability

Students identified as experiencing homelessness shall be immediately enrolled, even if the student lacks documentation normally required for enrollment, including but not limited to:

- proof of residency
- immunization records
- academic records
- birth certificate or guardianship documentation

Universal Charter Schools shall prioritize school stability, and the McKinney-Vento Liaison shall assist families and unaccompanied youth in determining whether it is in the student's best interest to remain in the school of origin or enroll in the school serving the current residence.



The school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.
2. The application or enrollment deadline has passed during any period of homelessness.
3. School staff questions the validity of the parent's homeless claim. The Dispute Resolution procedure, referenced in this policy, should be used in these cases after the student has been enrolled. Only in cases where the school is at or over its building capacity will the student be assigned to the next closest school with space.
4. The School's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.
5. The School may require a parent/guardian to submit contact information.
6. If the School is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's assignment within the school.

Preschool and Early Childhood Identification

In accordance with federal and Pennsylvania ECYEH guidance, Universal Charter Schools shall ensure that preschool-aged children experiencing homelessness are identified and connected to early childhood programs.

The McKinney-Vento Liaison shall:

- inquire about preschool-aged siblings during enrollment and family intake
- provide referrals to early childhood programs including Head Start, Early Head Start, Pre-K programs, and early intervention services
- collaborate with community agencies serving families experiencing homelessness

Documentation of referrals shall be maintained as part of the ECYEH program records.

Transportation Coordination

Students experiencing homelessness shall be provided transportation to and from the school of origin, when requested by the parent, guardian, or unaccompanied youth, in accordance with federal and state law.

When a student resides outside of the school's attendance area or outside of the local education agency boundaries, Universal Charter Schools shall coordinate with the responsible school district to determine transportation arrangements and cost sharing responsibilities.

The McKinney-Vento Liaison shall coordinate with the school operations team and applicable school districts to ensure transportation services are implemented without delay.

Transportation decisions and coordination efforts shall be documented.

Fee Waiver Implementation

Universal Charter Schools shall ensure that fees or costs associated with school participation do not create barriers for students experiencing homelessness.



The McKinney-Vento Liaison, in coordination with school leadership, shall facilitate fee waivers for eligible students, including but not limited to:

- school uniforms
- field trips
- extracurricular activities
- graduation or program participation fees
- school supplies and materials

Schools shall maintain a process to ensure that students experiencing homelessness are able to participate fully in school programs and activities.

Data Security and Confidentiality

Information regarding a student's homelessness status shall be treated as a confidential education record in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state privacy protections.

Universal Charter Schools shall implement the following safeguards:

- access to student housing status information shall be limited to personnel with legitimate educational interests
- records shall be maintained securely within the school's Student Information System or approved documentation systems
- public disclosure of a student's homelessness status shall be strictly prohibited

All staff shall be trained on confidentiality requirements related to McKinney-Vento program participation.

Staff Training and Program Awareness

McKinney-Vento liaisons shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Universal Charter Schools shall provide annual training to school staff providing services to students experiencing homelessness, including school enrollment staff and all staff regarding the identification and support of students experiencing homelessness.

Training shall include:

- McKinney-Vento rights and protections
- identification procedures
- enrollment and transportation requirements
- The role of the McKinney-Vento Liaison
- available supports and services

Documentation of training attendance shall be maintained for monitoring purposes.

Monitoring and Program Documentation

Universal Charter Schools shall maintain documentation demonstrating compliance with McKinney-Vento requirements and Pennsylvania ECYEH monitoring standards.

Monitoring documentation may include:



- housing questionnaires
- service documentation
- training records
- transportation coordination documentation
- dispute resolution documentation
- outreach materials and public notices

The McKinney-Vento Liaison shall maintain monitoring records in accordance with PDE expectations and make documentation available during monitoring reviews.

Best Interest Determination

In determining the best interest of a child or youth, the School shall:

1. Presume that keeping the child or youth in the School of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.
3. If, after such consideration, the School determines that it is not in the child's or youth's best interest to attend the school of origin, the School shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

Placement

In accordance with the child's or youth's best interest, the School shall continue to enroll a student experiencing homelessness in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.

The School's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled. The School shall provide the parent/guardian or unaccompanied youth with a written explanation of any decision related to enrollment or placement, including the right to appeal.

Dispute Resolution -

If a dispute arises over eligibility, or enrollment:

1. The parent/guardian or unaccompanied youth shall be referred to the school's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The School's liaison shall issue a written decision of the dispute within twenty
4. (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a School's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.



Comparable Services

Students experiencing homelessness shall be provided services comparable to those offered to other Universal students. including, but not limited to:

1. Transportation services;
2. School nutrition programs;
3. Career and technical education;
4. Educational programs for which the student meets eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs;
 - b. Programs for English Language Learners; Programs for students with disabilities;
 - c. Programs for gifted and talented students; and
5. Support to help ensure that students experiencing homelessness can participate fully in extracurricular school activities.

Appendix – ECYEH Program Implementation Templates

To support consistent implementation and compliance with federal McKinney-Vento requirements and Pennsylvania ECYEH monitoring standards, Universal Charter Schools maintains program templates and tools that support program implementation. These documents are incorporated as appendices to these administrative procedures and may be updated as necessary to remain aligned with current guidance.

Appendices may include, but are not limited to:

- Appendix A(1 and 2) – Housing Questionnaire
- Appendix B – Student Identification Referral Form
- Appendix C – McKinney-Vento Service Documentation Form
- Appendix D – Best Interest Determination Form
- Appendix E – Transportation Coordination Log
- Appendix F – Fee Waiver Documentation Form
- Appendix G – Staff Training Sign-In Sheet
- Appendix H – Community Resource Referral Form
- Appendix I – Monitoring Documentation Checklist

These templates are aligned with Pennsylvania ECYEH monitoring evidence standards and serve as documentation tools to demonstrate compliance with program requirements.



Appendix
Universal Charter Schools
ECYEH / McKinney-Vento Program Implementation
Forms

(Appendix Packet to Administrative Procedures for Policy 150.02)



Appendix A1

Universal Charter Schools Residency / Housing Questionnaire (Enrollment Intake)

Student Name _____ DOB _____ Grade _____
School _____

Parent/Caregiver Name _____ Phone _____
Email _____

Today's Date _____

1. Where is the student staying tonight? (check one)
 - With another family or friend due to loss of housing/economic hardship
 - Motel/Hotel
 - Shelter / Transitional housing / Domestic violence shelter
 - Car / park / public place / abandoned building / bus/train station / campground
 - Other temporary arrangement: _____
2. Is the student an unaccompanied youth (not in physical custody of a parent/guardian)? Yes No
3. Are there children ages birth-to-5 in the household? Yes No
 - If yes: names/ages and whether enrolled in early childhood program (Head Start, EI, Pre-K):

Name	Gender	Birthdate	Grade	School

4. Immediate needs checklist (check all that apply)
 - Transportation to school of origin
 - School meals access support
 - Uniform/clothing
 - School supplies/backpack
 - Health/dental/vision referral
 - Mental health/substance use referral
 - Housing/shelter referral
 - Other: _____

I certify that the above information is accurate to the best of my knowledge.

Parent/Guardian Signature _____ Date _____



Appendix A2

Universal Charter Schools Student Housing Questionnaire (Residency Verification)

Student Name: _____

Date: _____

School: _____

Grade: _____

Parent/Guardian Name: _____

Where is the student currently living? (Check ONE)

- In a house or apartment owned or rented by parent/guardian
- Temporarily sharing housing with another family due to loss of housing or financial hardship
- In a motel or hotel
- In an emergency or transitional shelter
- In a domestic violence shelter
- In a car, park, campground, or public place
- In substandard housing (no utilities, unsafe conditions)
- Student is not living with a parent/guardian (unaccompanied youth)
- Other: _____

Is this living arrangement temporary due to loss of housing or economic hardship?

- Yes
- No

Do you need assistance with any of the following?

- Transportation
- School supplies
- Clothing/uniforms
- Food assistance
- Counseling support
- Housing referrals
- Other: _____

Parent/Guardian Signature: _____

Staff Reviewer: _____ Date Reviewed: _____

Referral to McKinney-Vento Liaison:

- Yes
- No



Appendix B

Universal Charter Schools – ECYEH Program Best Interest Determination Form

Student Name: _____

Date: _____

School: _____

School of Origin: _____

Current Residence School: _____

Parent/Guardian Preference:

- Remain in School of Origin
- Enroll in School of Residence

Factors Considered (check all applicable):

- Student age
- Safety considerations
- Travel distance/time
- Student's emotional needs
- Academic continuity
- Sibling placement
- Impact of school mobility
- Parent/guardian request

Summary of Discussion:

Final Determination:

- Student will remain in School of Origin
- Student will enroll in School of Residence

Transportation Needed?

- Yes
- No

McKinney-Vento Liaison Signature: _____

Parent/Guardian Signature: _____

Date: _____



Appendix C

Universal Charter Schools Fee Waiver Documentation Form

Student Name: _____

School: _____

Grade: _____

Student identified as:

McKinney-Vento Eligible

Fees Waived (check all applicable):

School uniforms

Field trip fees

Extracurricular activity fees

Graduation/activity fees

School supplies

Other: _____

Estimated Value of Waived Fees: \$ _____

Reason for Waiver:

Student experiencing homelessness

Economic hardship

Other barrier to participation

Approved By:

Principal: _____

McKinney-Vento Liaison: _____

Date: _____



Appendix D

Universal Charter Schools – ECYEH Program Transportation Coordination Log

Student Name: _____

School: _____

School of Origin: _____

Current Residence Address: _____

Transportation Requested?

Yes

No

Transportation Type:

District Transportation

Public Transit Assistance

Other: _____

Coordinating District (if applicable):

Date Transportation Requested: _____

Date Transportation Began: _____

Notes / Coordination Details:

McKinney-Vento Liaison Signature: _____

Date: _____



Appendix E

Universal Charter Schools ECYEH Student Service Tracker

Student Name: _____

School: _____

Date Identified: _____

Living Situation:

- Doubled Up
- Shelter
- Motel/Hotel
- Unsheltered
- Unaccompanied Youth

Services Provided (check all applicable):

- Transportation
- School supplies
- Uniforms/clothing
- Counseling services
- Food assistance
- Tutoring/academic support
- Referral to housing agency
- Health services
- Other: _____

Community Agencies Referred:

Follow-Up Actions:

Case Reviewed By:

McKinney-Vento Liaison: _____

Date: _____



Appendix F

Universal Charter Schools ECYEH Monitoring Binder Checklist

Each school shall maintain a **McKinney-Vento Monitoring Binder** containing the following documentation:

Section 1 – Policy and Procedures

- Board Policy 150.02
- Administrative Procedures

Section 2 – Staff Training

- Annual McKinney-Vento training presentation
- Training agenda
- Staff sign-in sheets

Section 3 – Student Identification

- Housing questionnaires
- Student identification records
- McKinney-Vento coding documentation

Section 4 – Student Services

- Best interest determination forms
- Transportation logs
- Fee waiver documentation
- Service tracker forms

Section 5 – Public Notice and Outreach

- McKinney-Vento rights poster
- Parent flyers
- Website posting

Section 6 – Program Coordination

- Title I coordination documentation
- Community agency partnerships
- Referral documentation

Monitoring Binder Reviewed By:

Principal: _____

McKinney-Vento Liaison: _____

Date: _____