

# Identifying Homeless/Displaced Families Procedure

## Mackay School District #182

1. School Secretary: Provide a student residency survey for parents that are registering their child at the beginning of the school year or when a new student registers during the school year.
2. School Secretary: Transmit copy of residency survey to school counselor if there is a possibility of a homeless or displaced family situation.
3. Counselor: Follow up with parents about their situation.
4. Counselor: In consultation with principal, determine whether or not the student qualifies as a homeless.
5. Counselor: Contact Federal Program Office by phone or email if student needs to be put on free meals.
6. Counselor: Contact parents and give them our district's McKinney Vento brochure. Let parents know what district services are available if student qualifies as homeless or displaced.

Available services may include:

- *Immediate* enrollment without birth certificate or immunizations.
- Help with school supplies or school clothing. Access to district's education programs.
- Free school meals.
- Access to district transportation services on an as needed basis.