

# Enrollment Process for Students in Transition

## Okaloosa County Schools

### 1. Determining Homelessness:

*If a student is enrolling due to a change in their living situation, ask if any of the situations below may apply, and explain, if so, that their child may qualify for additional services or assistance.*

**McKinney-Vento Law states that confidentiality is important in relation to night time residence status.**

#### Identify a student as homeless if any of these circumstances apply:

Families are considered in transition (or homeless) if they and/or their children:

- Lack fixed, regular and adequate nighttime residence.
- Share the housing of others due to financial hardship.
- Live in motels, hotels, trailer parks or camping grounds, due to lack of adequate alternative accommodations.
- Live in emergency or transitional shelters.
- Were abandoned in hospitals.
- Are awaiting foster care placement.
- Live in a public or private place not designed for humans to live.
- Live in cars, parks, abandoned buildings, bus or train stations, etc.
- Are migratory children living in above circumstances?

### 2. Homeless Student PK-12 Definition and Codes:

(AS400 Data Entry: S316 - Hs)

*Once a student has been identified as Homeless, the student must be coded in AS400 on S316. (choose one code):*

- A. Living in emergency or transitional shelters, FEMA trailers, abandoned in hospitals
- B. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; doubled up
- D. Living in cars, parks, temporary trailer parks or campgrounds due to lack of alternative adequate accommodations, public spaces, abandoned buildings, substandard housing, bus or train stations, public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings or similar settings
- E. Living in hotels or motels
- F. Awaiting foster care
- N. Not Homeless

### 3. Homeless Causes: (AS400 Data Entry: S316 - Hc)

*(choose one code)*

- D. Man-made Disaster (Major)
- E. Natural Disaster – Earthquake
- F. Natural Disaster – Flooding
- H. Natural Disaster – Hurricane
- M. Mortgage Foreclosure
- N. Other – i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable healthcare, mental illness, domestic violence, forced eviction, etc.
- S. Natural Disaster – Tropical Storm
- T. Natural Disaster – Tornado
- U. Unknown
- W. Natural Disaster – Wildfire or Fire

### 4. Unaccompanied Youth: (AS400 Data Entry: S316 - Uy)

- N. With parent
- Y. Not with parent or legal guardian
- Z. Not homeless

### 5. School Enrollment Support Information Needed:

*(within 30 days) (AS400 Data Entry)*

- Birth Certificate
- Immunization Records

### 6. Title IX / Students in Transition Contact:

**Homeless Liaison:** Amy Dale, Title I/IX Specialist

[dalea@okaloosaschools.com](mailto:dalea@okaloosaschools.com)

850-301-3008