

Palmerton Area School District
Procedures for Homeless Enrollment and Services

1: When a student is identifying as homeless the following procedures will be followed:

- The district will facilitate the student's immediate enrollment in school or immediate status as homeless for previously enrolled students
- Homeless student checklist will be completed to collect information on the family and ensure the needs of the student are met. The checklist will be completed by the district's social workers or registrar.
- Transportation will be arranged if necessary by the district's transportation director.
- School administration and counselor will be informed that student is homeless by district support administrator. (Title 1 services and other school supports put in place by school if necessary.)
- Districts homeless support administrator will alert food service to provide free breakfast and lunch.
- Social workers will work with families to assist with housing and any other needs the student may have that could impact their ability to attend school.
- If necessary supplies will be purchased by social workers for families using student services homeless credit card.
- Social workers will stay in contact with families during their homelessness period to ensure needs are being met and that the student is attending school.
- Social workers will assist with making referrals to community agencies and C&Y if requested by the family.

Admin Responsibilities:

- Data entered weekly into homeless tracking system.
- Data reported to regional homeless coordinator as requested
- Social workers will train all district staff yearly on McKinney Vento law and procedures in WASD for identifying and supporting homeless students