



# School Office/Enrollment Personnel

## Can Help By

- Enroll the child immediately (even without records). Ask for the name and city of the last school attended; then call that school and request records.
- Arrange for the child to take an informal school placement test if records are not available.
- Offer to assist with filling out the enrollment forms. Hesitation may indicate an inability to read.
- Assist with filling out free and reduced-price meal program forms. Arrange for lunch that day.
- Prepare a parent pack for parents and new schools needing the child's records – provide mailing envelope with copies of the student's records (scholastic, social security, immunization, etc.)
- **Help assist with identifying and tracking the number of homeless students served by your district – these numbers will be reported at the end of every school year to the California Department of Education**
- Privately and confidentially alert the child's teacher and guidance counselor of the student's living situation.
- Display children's educational rights by way of placing McKinney-Vento posters in accessible areas for the parent (enrollment, guidance counselor, and nurse offices).
- **Contact the school homeless liaison for additional support and resources.**

Be sensitive, patient, calm, and reassuring. YOU can make a difference!

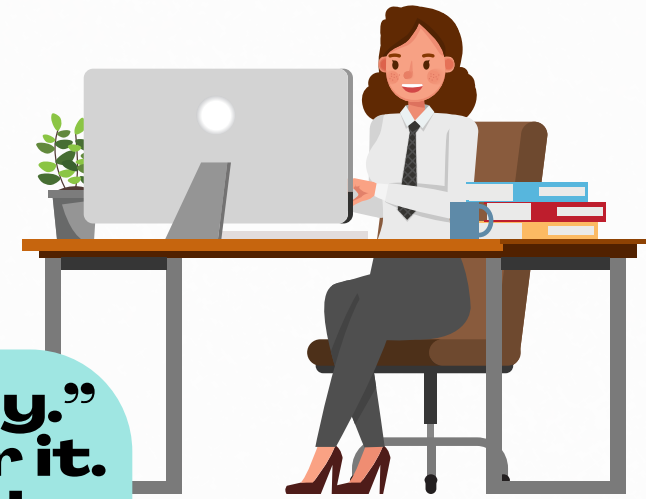


# Possible Signs of Homelessness

## First Common Signs of Homelessness

- Parent who seems confused when asked about the last school attended
- Low-income motel address on enrollment form
- Statements from family when enrolling, such as:

**“We’ve been having a hard time lately.”**  
**“It’s a new address. I can’t remember it.”**  
**“We move a lot and are staying with friends until we find a place.”**

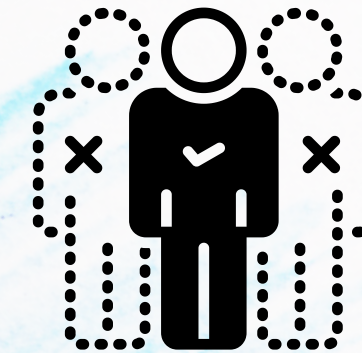


## Lack of Continuity in Education

- Attendance at many different schools
- Lack of records needed for enrollment (birth certificate, immunizations, pre-school physical, school records, residency, etc.)
- Inability to pay fees for school-related activities or school supplies
- Consistent lack of preparation for schools (coming without books, supplies, homework completed, or papers signed)

## Poor Health/Nutrition

- Chronic hunger (may hoard food)
- Fatigue (may fall asleep in class)
- Increased vulnerability to colds/flu
- Grooming and personal hygiene are neglected/inconsistent
- Wearing same clothes for several days
- Unattended vision, medical, and dental needs



## Transportation and Attendance Problems

- Erratic attendance or tardiness
- Inability to contact parents (no telephone, no address, etc.)
- Parents do not attend parent-teacher conferences, etc.
- Numerous absences
- Lack of participation in field trips and after-school activities

