



# TUNKHANNOCK AREA SCHOOL DISTRICT

**Karin DeLancey**  
**Director of Transportation**  
**Student Registration**  
**&**  
**Homeless Liaison**

## Procedures for Enrollment of Homeless Students

District's Homeless Liaison is contacted by:  
Homeless Children's Coordinator  
School  
Shelter  
Parent  
Etc.

The following procedures will be followed:

- 1) The District Liaison will facilitate the student's immediate enrollment in the school
  - a) Liaison will list student as homeless
  - b) Liaison will contact Parent / Guardian to enroll
  - c) Liaison will provide community resource list for homeless family
  - d) Liaison will contact Title I Coordinator if additional funds are needed
  - e) Liaison will contact District Personnel for educational services (Special Ed, Votech, etc).
  - f) Liaison will contact Food Service Director to arrange free breakfast and lunch
  - g) Liaison will arrange for Transportation if needed
- 2) District will provide the following information to parents (if needed):
  - a) Medical – information for district Physician
  - b) Dental – information for district Dentist
  - c) Tiger Closet contacts for students in need of clothes, shoes, etc
  - d) Liaison will contact Regional Homeless Coordinator to determine if other services are required (additional medical, clothing vouchers, food/suppliers, housing, etc.)
- 3) Liaison to complete administrative responsibilities:
  - a) Include student information on District Homeless List
  - b) Submit student listing to Federal Programs Coordinator.
  - c) To arrange for annual training of school personnel and review District Policy on all aspects of homeless identification, services, procedures, etc.
  - d) Submit monthly reports to the Regional Homeless Coordinator as well as annual reports as needed.