




STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
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MEMORANDUM

TO: Parish/City School Superintendents
Superintendents of BESE Schools
Superintendent of Recovery School District
State Director of Special School District
Administrators of Type 2, 4 and 5 Charter Schools

FROM: Cecil J. Picard 
State Superintendent of Education

DATE: May 18, 2006

RE: McKinney-Vento Homeless Assistance Program Enrollment Forms

The McKinney-Vento Homeless Assistance Program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, local educational agencies (LEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education as other children and youth. In order to ensure that homeless students are being identified and tracked appropriately, the following is being required of McKinney-Vento Homeless Assistance Programs:

- Louisiana Residency Questionnaire is to be included in all district enrollment packets. See enclosed form.
- Title X Referral Form is being completed by appropriate school staff once a student is identified as homeless to ensure needs are being identified. See enclosed form.
- Individual student folders are being kept by the Homeless Liaison to indicate:
 - How the student was identified as homeless (e.g., the Louisiana Residency Questionnaire is complete).
 - The needs of the student were identified (e.g., the Title X referral form is complete).
 - There is documentation that the student's needs were met (e.g., student was enrolled in a Title I program, student received free lunch, student was issued uniforms and/or school supplies).
- Homeless Liaisons and Student Information System (SIS) Coordinators will need to collaborate to develop procedures for addressing the new field that is being added to SIS as the "Homeless Indicator." (Pertinent information regarding this field will be shared with SIS Coordinators at the 2006 Data Management Spring Workshops). This field will contain a code value defining the homeless situation for a given enrollment, identified on the Louisiana Residency Questionnaire. There will be 5 values for this code that match the five (5) indicators that identify primary nighttime residence as outlined by the United States Department of Education:
 - 1 – Shelters
 - 2 – Doubled-up
 - 3 – Unsheltered
 - 4 – Hotels/Motels
 - 5 – Unknown/Other

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Please note that this information will be reviewed when your district is visited for monitoring purposes. Please ensure that this information is distributed and reviewed by all principals and school personnel responsible for enrolling students in the district.

If you have any questions, please contact Deidre Kibbe at deidre.kibbe@la.gov, 225-342-9969, or at the department's toll free number, 1-877-453-2721.

CJP:SAA:dk

Enclosures

c: Susan A. Aysenne, Ed.D.
Jackie Bobbett, Ph.D.
Title I Directors
Homeless Liaisons
SIS Coordinators