

SHELBY COUNTY SCHOOLS

HOMELESS AND UNACCOMPANIED YOUTH

Student Enrollment Procedures

Refer to [Board Policy #6002 Section VI - Homeless Students](#).

1. Upon identification, homeless and unaccompanied students must be enrolled immediately, with or without records. **Please contact the S.E.E.D Office at 901-416-6007 for guidance if needed.**
2. Parents must complete the **Student Residency Questionnaire, Referral/Needs Assessment**, and other school enrollment forms.

Students who are unaccompanied will need to have the **Caregiver Authorization Form** completed by their caregiver. **The caregiver must be at least 18 years of age.**

The S.E.E.D. Office will investigate all disputes or discrepancies. Students who are being investigated must remain enrolled until the investigation has been completed. The S.E.E.D. Office will make all final determinations.

3. All completed forms must be faxed to Mamie Greenlee at 901-416-8476.
4. School Attendance Secretary must code students as Homeless in PowerSchool. **Please contact the S.E.E.D Office at 901-416-6007 for guidance if needed.**
5. Upon receipt of required forms, the S.E.E.D. Office will confirm enrollment and coding in PowerSchool and verify the living arrangements for students.
6. Upon verification of homelessness or unaccompanied, referrals will be assigned to one of the following Specialists:
 - Clarence Bayes 901-416-0457 bayesc@scsk12.org
 - Willie Boyd 901-416-2952 boydw@scsk12.org
 - Verneda Cole 901-416-9844 colevp@scsk12.org
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7. The Specialist will contact the parent and caregiver within 48 hours of receipt of the referral and provide services for the student within 78 hours.

Referrals

A Referral/Needs Assessment Form must be submitted for every student enrolling as homeless or unaccompanied.

SCS can assist homeless and unaccompanied students with the following:

- Referrals for housing
- Transportation to and from school
- School uniforms and supplies
- Referrals for affordable medical, dental, vision, and immunizations
- School and curriculum-based after school programs
- School related fees

Dispute Resolution

Refer to [Board Policy #6002 Section VI - Homeless Students](#)

A student has the right to:

1. Enroll in their school of origin (defined as the school that the student attended when permanently housed, including schools in feeder patterns).
2. Enroll in last school attended.
3. Enroll in the school assigned by current address.
 - In the event a student is not permitted to stay enrolled in the desired school, the District must provide a written explanation of the reason. The Written Notification of Enrollment Decision Form must inform the parent/guardian of the right to appeal the decision. (Give a copy of the Homeless Questionnaire to the parent/guardian)
 - If the parent/guardian does not agree with the decision made by the District, the parent/guardian can appeal to the state homeless coordinator. The decision of the state coordinator is final.