

# Susquehanna Community School District

## Homelessness ---- Procedures

What happens when a homeless student enrolls in the district?

1. The District Homeless Liaison will direct the Guidance Counselor of the appropriate building to assist in the student enrollment process.
  - a. The guidance counselor will help them with student enrollment paperwork including the ECYEH intake form.
  - b. Immediately request records from the previous school if applicable.
  - c. Arrange for transportation if applicable following guidelines included in the McKinney-Vento Act.
  - d. Contact the Food Services Manager and arrange Free lunch and breakfast.
  
2. The student will be immediately enrolled and scheduled for classes. The child will be granted access to all school activities and opportunities.
  - a. The Homeless Liaison will contact the family to discuss their situation and to determine the needs of the family.
  - b. Transportation will be provided based on the family's current residence.
  - c. Additional services will be provided on an as-needed basis. (Medical, clothing, food/supplies, housing, etc.)
  - d. Community outreach programs will be contacted on behalf of the family.
  - e. At a minimum, quarterly contact will be made with the family by the school's Homeless Liaison.
  - f. A meeting will be held with the student's teacher informing them of any special needs the child may have.
  - g. Complete all required reporting forms to the regional liaison on a monthly basis.

Homeless point of contact is Mr. Bronson Stone at 570-853-4921 Ext. 1340.