



Procedures for Enrolling Students in Transition

If a student and/or parent checks one of the situation boxes on the STUDENT INFORMATION FORM indicating possible McKinney-Vento eligibility, discuss situation with them and contact school homeless liaison and/or social worker.

School homeless liaison and school social worker will determine eligibility of services for McKinney Vento.

Once a student has been identified as a Student in Transition, complete the SIT forms. Please complete the front and back of form or both pages.

Copies of the SIT form should be emailed to the following people:

District Liaison – avernon@rock.k12.nc.us

Child Nutrition – icoleman@rock.k12.nc.us

Transportation - acox@rock.k12.nc.us

McKinney-Vento Assistant – jtharrington@rock.k12.nc.us

School Social Worker-

The parent/guardian/unaccompanied youth should receive a copy of the SIT form and Homeless Rights. A copy should be kept in the SIT notebook at each school. A tracking form should be kept in the school notebook for each school year. Forms should be kept on the students enrolled in your school for 5 years.

Students should be monitored for academic success and referrals made as needed. A copy of educational rights should be given to the parent with listing of community resources. The District Liaison and SIT Assistant will update the SIT Database on a monthly or as needed basis. Amanda Vernon will review the updated database by the 15th of each month from each school social worker. All comments and changes should be dated on the database.

If a dispute should occur, the parent/guardian/unaccompanied youth should complete the **Dispute Resolution Process Form (DRP-1)**. Copies of the **DRP-1** should be **sent** to Amanda Vernon, District Homeless Liaison and **given** to the parent/guardian/unaccompanied youth. Principals should take action immediately.

If further action is needed, Amanda Vernon, District Liaison, should be contacted immediately to resolve the dispute **within 5 working days**. Parent should be given a **copy of Notice 1 and Notice 2**. The **student should attend and fully participate** in the school of choice until the dispute is resolved.

At the end of the year, the school social worker and the school homeless liaison will complete **the End of the Year Updates in the Student in Transition Spreadsheet** for each identified Student in Transition prior to leaving school for the summer.