



**LOS ANGELES UNIFIED SCHOOL DISTRICT
BULLETIN**

TITLE: Enrollment/Support of Homeless Children and Youth in Schools

NUMBER: BUL-1570.2

ISSUER: Michelle King, Senior Deputy Superintendent,
School Operations, Office of the Superintendent

Debra Duardo, Executive Director
Student Health and Human Services

DATE: June 17, 2013

POLICY: The McKinney-Vento Homeless Assistance Act, part of No Child Left Behind, mandates that all local educational agencies, such as school districts, independent charter schools, private schools and county offices of education, designate an appropriate staff person as the liaison for homeless children/youth. This bulletin outlines the Los Angeles Unified School District (the District) policy, which addresses the rights of children and youth experiencing homelessness to a free and appropriate public education. The District is responsible for ensuring the identification, enrollment, attendance, and academic success of students who are homeless.

This law and bulletin are applicable to all schools, centers and offices within the District, including, but not limited to early education centers; preschools; elementary, middle, and high schools; magnet schools and centers; educational options schools; adult schools; continuation schools; special education schools; and dependent/ affiliated charter schools.

MAJOR CHANGES: This update replaces BUL-1570.1 of the same subject dated March 5, 2008. It provides updates/clarifications to the guidelines to be used in serving homeless students and their families. The Student Residency Questionnaire (SRQ), Needs Assessment and Program Service Request forms have been combined into a single form. Transportation eligibility requirements and process have also been revised.

BACKGROUND: On January 8, 2002, the No Child Left Behind Act was signed into law. This legislation reauthorized the McKinney-Vento Homeless Assistance Act for Homeless Children and Youth, under NCLB, Title X, Part C. This law entitles all homeless school-aged children equal access to the same free, appropriate public education that is provided to non-homeless students. Accordingly, schools and centers are required to remove barriers to the enrollment, attendance, and success of homeless students in school. The basic educational protections of the reauthorization apply to all school districts in the United States. The McKinney-Vento Homeless Assistance Act, as federal law, supersedes state and local educational law and policy.

<p>ROUTING All Schools All Offices</p>



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On behalf of homeless children and youth, the Homeless Education Program implements the District's homeless education policy, coordinates proper identification of homeless youth, arranges transportation, and resolves school disputes. In addition, the Homeless Education Program connects identified students with supplemental support services to enhance educational achievement, collaborates with homeless service agencies, conducts parent education workshops, facilitates professional development for school administrators and staff, participates in Title 1 school-wide planning training and coordinates the distribution of written materials.

The LAUSD Board of Education and staff believe there is a strong correlation between student attendance and student achievement. The District is committed to closing the achievement gap for at-risk students while improving student attendance. Factors related to homelessness and other socio-economic barriers often impede the learning process. The District's mission is to provide a quality education for all students in conjunction with assuring continual advocacy and support services to students. Ultimately, the District is dedicated to promoting maximum success for its varied socio-economic and culturally diverse student population.

GUIDELINES:

I. DEFINITION OF A "HOMELESS STUDENT"

The McKinney-Vento Homeless Assistance Act defines "homeless" as follows: the term homeless children and youth means individuals who lack a fixed, regular, and adequate nighttime residence, including but not limited to:

- A. A primary nighttime residence that is a shelter designated to provide temporary living accommodations including, but not limited to, motels/hotels, family shelters, domestic violence shelters, congregate shelters, and transitional housing.
- B. Living in a car, park, abandoned building, garage, substandard housing, or other public or private places not designed for, or ordinarily used as a regular sleeping accommodation, for human beings.
- C. Temporarily living in a trailer park or camping area with his/her family, because of a lack of adequate living accommodations.
- D. Living "doubled-up". These are children and youth who are temporarily sharing the housing of other families due to loss of housing, stemming from financial problems (e.g., loss of job, eviction, or natural disaster). *Families who share housing due to cultural preferences or convenience would not be considered homeless.*
- E. Youth abandoned at a hospital.



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- F. Residing in a home for unwed mothers as a school-aged, unwed mother, or mother-to-be, if there are no other available living accommodations.
- G. Awaiting foster care in limited circumstances (e.g., does not include placement in kinship care, foster family, foster family agency, or group home).
- H. Placed by the state in an emergency shelter because there was no other place.
- I. Abandoned, runaway, or pushed out youth or a migratory child living in circumstances as described above. Unaccompanied youth are defined as youth who are not in the physical custody of a parent, guardian or caregiver and includes youth who have run away from home, have been told to leave, or pregnant or parenting teens not living with their parent or guardian.

II. ENROLLMENT RIGHTS UNDER MCKINNEY-VENTO

Homeless students have the right to:

- A. Choose to:
 - 1. Remain at their “school of origin”, which is defined as the school the student last attended when permanently housed, or the school in which the student was last enrolled. OR
 - 2. To enroll in the public school serving the attendance area where the student is temporarily residing.
- B. Considerations For Determining School Of Enrollment:
 - 1. Request of parent/guardian to continue at the school of origin.
 - 2. School placement of siblings.
 - 3. Age of the student.
 - 4. Distance of the commute and the impact it has on the student’s education.
 - 5. The length of anticipated stay in the temporary location.
 - 6. The time remaining in the school year.
 - 7. Continuity of the instructional program.
 - 8. Need for specialized instructional or support services to provide the students with a free appropriate public education (FAPE), including but not limited to services identified in an Individual Education Plan (IEP) or 504 Plan.
 - 9. Special circumstances.

Note: Homeless students matriculating to the next school level (e.g. preschool to elementary to middle school, middle school to high school) shall attend the school in the attendance area where they are



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currently residing.

- C. Attend his/her school of origin, to the extent feasible, for the duration of homelessness. This includes situations where the student becomes homeless between academic years.
- D. Immediate enrollment in school. Immediate means on the spot or at the time the student or family is present in the school office. The family should not be told to return on another day or at another time. Enrollment means that the student is attending classes and participating in all school activities.
- E. Unaccompanied homeless youth have a right to enroll in school without a parent, guardian or caregiver. In situations where a student is a homeless unaccompanied youth, and the school has determined the child is mature enough to consent to disclosure of pupil record information, the student may authorize disclosure in accordance with the Family Educational Rights and Privacy Act (FERPA). Contact the Homeless Education Program for assistance.
- F. If the student becomes permanently housed during the academic year, the student is entitled to stay in the school of origin for the remainder of that academic year.
- G. Access To Comparable Services And Programs
A homeless student shall be provided equal access to enroll in any educational program for which eligibility requirements are met. Homeless children and youth shall have access to necessary educational and support services that will afford them the opportunity to meet the same challenging State academic student achievement standards as all students.
This includes, but is not limited to:
 - 1. Homeless students can access all LAUSD transfer options in order to attend other LAUSD schools (e.g. intra-district permit options, CHOICES, etc.)
 - 2. Services provided under federal and state categorical programs, as well as local programs
 - 3. Programs for students with disabilities
 - 4. Programs for students with limited English proficiency
 - 5. Vocational or technical programs
 - 6. Gifted and Talented programs
 - 7. School nutrition programs
 - 8. Before-and after-school programs
 - 9. Specialized Programs including Magnet Programs, No Child Left Behind-Public School Choice (NCLB-PSC), Permits With



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Transportation (PWT), Open Enrollment, and Charter Schools.

10. If a magnet student becomes homeless, he or she may remain in the magnet program. However, if the student or family chooses to attend the school of residence or another school site, the student may lose his/her placement within the magnet program. He/she would need to reapply during the application period.

- H. Confidentiality: A student's residency status, like all school records, shall be kept confidential.
- I. Early Education students are entitled to the same educational rights as their school aged siblings.
- J. Homeless students should not be stigmatized or segregated from their peers.

III. ENROLLMENT PROTOCOLS FOR HOMELESS STUDENTS

A. Identification and Student Residency Questionnaire

The Student Residency Questionnaire (SRQ) determines eligibility for families under the McKinney-Vento Homeless Assistance Act. The SRQ provides information about the family's nighttime residence accommodations. If any selection is checked other than "none of the above applies," the family meets the federal definition of homelessness and the student shall be enrolled immediately, even if documents normally required for enrollment are lacking.

1. A separate SRQ form is needed for each child in the family, including children under the age of five.
2. Discard all copies of the Student Residency Questionnaire from previous bulletins.
3. The SRQ shall be included in the enrollment packet as part of the registration procedure. It will assist the school administrator and enrolling staff in determining documentation needed for enrollment.
4. The SRQ of homeless students shall not be placed in the student's permanent record. It should be placed in a confidential student file maintained by the Designated School Site Homeless Liaison.
5. Blank SRQ forms shall be available in the main office, attendance office, parent centers, and other locations where parents can easily access the form.

If "none of the above apply" is checked, then the family does not meet the federal definition of homelessness and the school administrator and enrolling staff are to follow the standard enrollment procedure.



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B. Enrollment

After identification as homeless, the school shall immediately enroll the student in school, even if records normally required for enrollment are lacking (e.g., academic records, special education records, proof of residency, medical records and/or immunizations).

1. Every student must be enrolled immediately. “Enroll and Enrollment” are defined as attending classes and participating fully in school activities.
2. The enrolling school shall immediately contact the last school of attendance to obtain academic, health and other relevant records that are lacking at the time of enrollment.
3. As required for all students, an emergency contact form must be completed.
4. A thirty (30) day conditional enrollment is to be granted if immunization records are not available at the time of enrollment; including the Tdap requirement. The school nurse will follow up every thirty (30) days until the immunization record is completed and the student continues to attend school. Enrollment **MUST NOT** be delayed, even if documents normally required for enrollment are lacking.
5. If homeless families do not have appropriate documentation forms, school staff is to provide alternative forms such as: (for additional forms refer to BUL 4926.2)
 - a. Affidavit of Temporary Residence (Attachment A)
 - b. Affidavit for Proof of Age of Minor (Attachment B)
 - c. Affidavit of Parent/Legal Guardian Identification (Attachment C)
 - d. Caregiver Authorization Affidavit (Attachment D)
6. At year-round schools, every effort must be made to place the student on the track currently in session. If this is not possible, the student needs to be placed immediately in intersession or an appropriate available instructional program offered by the school.
7. If the family is residing in a domestic violence shelter, the school shall enroll the student as homeless with a confidential address in accordance with the California Confidential Address Program. (See “California Confidential Address Program Implementation,” BUL 5073.0 dated April 7, 2010)
8. If a family is residing in a shelter (not due to domestic violence), the school shall enter the shelter address in the SIS address field or place an alternative mailing address or a P.O. Box address preferred by the family in the address field (ESIS only). In SSIS, a P.O. Box may be entered in the Mailing Address field.
9. If a family is residing in their automobile and does not have a temporary address to put in the SIS address field, the school shall temporarily put the school address in this field. This field will be updated as the family finds temporary housing. When ISIS becomes



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- available, additional instructions will be provided.
10. Any of the alternative forms listed may be used to permit students to transfer schools in order to participate in athletic or other extracurricular activities.
 11. If the school is at capacity, refer to the annual memorandum issued from the Office of School Management Services.
 12. For students with disabilities, refer to the Special Education Policies and Procedures Manual, dated July 2007.
 13. If a homeless student was receiving accommodations under Section 504 but does not bring a current 504 plan to the school, the school is obligated to immediately enroll that student and provide the required accommodations (refer to BUL 4045.0 Section 504 and Students with Disabilities, dated January 15, 2008).
 14. After enrollment is complete if services are requested, homeless students shall be referred to the designated School Site Homeless Liaison through the SRQ and Service Request form (Attachment F).

IV. RESPONSIBILITIES

A. Homeless Education Program Coordinator Responsibilities

The Homeless Education Program Pupil Services and Attendance Coordinator serves as the identified Homeless Education Program Liaison for the District. The Coordinator is responsible for working with Homeless Education Program staff, school sites, Educational Service Centers (ESC), community agencies and parents to:

1. Ensure notification of the educational rights of homeless students is disseminated where children and youth receive services such as schools, shelters, hotels/motels and community agencies.
2. Ensure homeless children and youth are properly identified and promptly enrolled by school personnel.
3. Inform parent/guardian/unaccompanied homeless youth of educational and related opportunities available and encourage parents to actively participate in their child's education.
4. Ensure children, youth, and their families have equal access to all educational services for which they are eligible.
5. Inform parent/guardian/unaccompanied homeless youth of all transportation services, including transportation to the school of origin, and the criteria for transportation assistance.
6. Assist unaccompanied homeless youth with enrollment, school placement, and obtaining immunization records.
7. Provide students and their families with referrals to community services, such as healthcare, mental health, dental, and other appropriate services as needed.
8. Provide training and technical assistance as appropriate.
9. Participate in training for Title I School-Wide Planning.



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10. Participate in the mediation of school enrollment disputes.
11. Collaborate with county and state homeless liaisons.

B. Homeless Education Counselor/Advocate Responsibilities

The Homeless Education Counselor/Advocates are responsible for ensuring that legal mandates are implemented at the school site level. The Homeless Education Counselor/Advocates responsibilities include:

1. Ensure notification of the educational rights of homeless students is disseminated where children and youth receive services such as schools, shelters, hotels/motels and community agencies.
2. Ensure homeless children and youth are properly identified and promptly enrolled by school personnel.
3. Facilitate the school enrollment process to ensure equal access to educational and meal programs, as well as tutoring and other services available at the school site.
4. Assist unaccompanied homeless youth with enrollment procedures, school placement options, and retrieval of immunization records.
5. Provide technical assistance regarding the proper identification, enrollment, and service needs of homeless students and their families.
6. Ensure that homeless students are identified at the school sites via the Student Residency Questionnaire (SRQ) form (Attachment F) which is to be placed in every student enrollment packet and disseminated annually.
7. Provide assistance with transportation, backpacks, school supplies, and clothing.
8. Provide referrals to medical, dental, and mental health services, in addition to other school/community services as needed.
9. Educate students and parents regarding their educational rights, and promote parent participation in school related activities.
10. Collaborate with various District personnel (i.e., Organizational Facilitators, ESC staff, PSA Counselors, school site personnel, etc.) to address barriers that may prevent a student from accessing education.
11. Conduct professional development trainings for school personnel and community agencies regarding the rights and responsibilities of the homeless population.

C. Educational Service Centers Responsibilities

Each Educational Service Center Superintendent shall designate a certificated staff member to serve as the Educational Service Center Homeless Liaison. This designee may be a School Services Director, Early Education Director, Operations Coordinator, or other ESC administrative staff. The primary responsibility of the Educational Service Center Homeless Liaison shall be to ensure that schools are following McKinney Vento guidelines and LAUSD policy regarding



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homeless students.

D. School Site Responsibilities

Each school is required to implement policy according to federal guidelines and district policy as outlined in this bulletin.

1. Every school principal shall designate a School Site Homeless Liaison to ensure the implementation of policy. The principal shall submit the Designated School Site Homeless Liaison form (Attachment E) no later than September 1st annually, to the Homeless Education Program Office.

Note: The principal will automatically be considered the Designated School Site Homeless Liaison if this form is not returned.

2. Ensure that students, who become homeless at any time during the school year, are identified at the school sites via the SRQ.
3. Place the SRQ in every enrollment packet and disseminated annually to all students.
4. Include in the Single Plan for Student Achievement, the education of homeless students and access to any supplemental instructional and support services, including, but not limited to Title I, Economic Impact Aide.
5. Ensure the completion of the Homeless Student Survey annually in compliance with the McKinney-Vento Homeless Assistance Act. The school shall follow the protocols of the Homeless Student Survey Memorandum issued by the Office of Data and Accountability.
6. Ensure that homeless student information is updated throughout the year. Students who have become permanently housed during the academic year should have the homeless indicator removed at the beginning of the following school year.

E. School Site Homeless Liaison Responsibilities

The School Site Homeless Liaison is responsible for implementing the mandates of the McKinney-Vento Homeless Assistance Act.

1. Ensure proper identification and enrollment procedures for homeless students are implemented.
2. Provide advocacy and support as needed to ensure that homeless students are placed in the appropriate classrooms to facilitate academic growth and success.
3. Train school staff on proper guidelines and procedures in regard to homeless youth and children.
4. For transportation assistance, refer to Section V.
5. Assist families with referrals to school based educational programs and/or support services as well as community resources.
6. File all SRQs in a CONFIDENTIAL in-school file. The SRQ is not part of the student's cumulative record.
7. Follow protocols in Bulletin 4926.2, Attendance Policy for



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Elementary and Secondary Schools, dated March 1, 2013, for attendance related issues.

V. ELIGIBILITY FOR FREE AND REDUCED LUNCH PROGRAM

All students who meet the federal definition of homelessness are automatically eligible for the USDA free nutrition program and are not required to submit a meal application. This eligibility must be reviewed annually. The following procedures have been established to simplify access to the child nutrition programs for homeless students:

- A. In instances where families are living doubled up, the income of the host family is not taken into consideration. If the host family applies, they may include the homeless family as household members if the host family provides financial support to the homeless family, such as shelter, utilities, clothing, or food.
- B. School staff shall ensure that the student's SRQ information is entered into the legacy SIS and homeless status is designated upon enrollment and verified annually. In LAUSD MAX, data is entered on the Homeless Screen in the Student module. Refer to the ISIS Census and Enrollment Procedure Handbook for detailed directions.
- C. The SRQ must be submitted to the Homeless Education Program Office immediately to ensure eligibility for free and reduced lunch. The Food Services Branch will receive confirmation of a family's homeless status through the Homeless Education Program Office on a weekly basis.

VI. TRANSPORTATION ASSISTANCE

The District shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if the student is eligible. Eligible students and families will be provided with tokens or a pass from a local public transit agency. Some students may also be eligible to ride on an established LAUSD school bus route as determined by the LAUSD Transportation Division. The Homeless Education Program transportation is designated solely for homeless students who have been approved to receive transportation assistance from the HEP office and is not to be used for other purposes.

- A. Eligibility Criteria for Transportation Assistance
 - 1. Elementary: Homeless student must reside two (2) or more miles from the school of origin.
 - 2. Secondary: Homeless student must reside three (3) or more miles from the school of origin.



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- B. Homeless students residing within their school's residence boundaries are not eligible for transportation services.
- C. Under special circumstances, shorter distances may be eligible for transportation assistance. Please consult with the Homeless Education Program staff to see if the student's individual circumstances may qualify for an exception to policy.
- D. The student's commute may not be more than 90 minutes each way. Transportation assistance will not be provided for longer commutes due to feasibility and the best interest of the child. Please contact the Homeless Education Program regarding any special circumstances.
- E. Homeless Education Program staff will verify that the student is enrolled in school and determine eligibility for transportation assistance. Transportation assistance will not be provided until the Homeless Education Program office has given approval. Once eligibility is determined, transportation arrangements will be made.
- F. Students 12 years of age and under cannot ride alone on a public transit. Parents of transportation eligible students under 12 years of age will be provided with transportation services until the student turns 12.
- G. A parent/guardian or designated adult must ride with student's age 11 and younger to and from school each day, and sign in daily to continue to receive transportation assistance. Transportation assistance for both student and parent will be changed to daily tokens if parent fails to sign in daily and ride with student(s) under the age of 11. Please consult with the Homeless Education Program Coordinator if the parent/guardian or designated adult is unable to participate in this process.
- H. Schools shall enter the transportation information in legacy SIS. Elementary schools enter HOM on screen 13 in field 80 and leave the transportation program required field (field 85) blank. Secondary schools shall enter an "H" in ID01, field 152. Schools using LAUSDMAX to enroll students are to contact the Homeless Education Program Office for assistance; the transportation related fields in LAUSDMAX are read only, containing data loaded from another source.
- I. If a student is attending sporadically at their school of origin, regular attendance protocols should be followed and the School Site Homeless Liaison should call the Homeless Education Program to determine feasibility of continuing transportation eligibility. The Homeless Education Program will determine the feasibility of the student remaining at the school of origin. These students/parents may also lose public transit



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pass privileges and be placed on daily tokens until regular school attendance is re-established. The student/parent will need to sign in for the tokens on a daily basis at the school site. The Homeless Education Program will provide a special sign in sheet.

- J. Student Residency Status Changes
1. Schools shall notify the Homeless Education Program Office when there are changes in a student's residency status. Status updates may include change of residence (permanent or temporary) or change of school (new school or unknown).
 2. If a homeless student moves into the boundaries of another school district, while continuing his/her education at the school of origin, the two districts must agree upon a method to apportion responsibility and costs for transportation. If the districts cannot agree upon such a method, the responsibilities and costs shall be shared equally.
 3. Schools should submit the Residency Status Update for Homeless Students Form (Attachment G).
- K. Processing Transportation Requests
1. To make a request for transportation assistance, the School Site Homeless Liaison shall submit to the Homeless Education Program Office:
 - a. Student Residency Questionnaire (Attachment F) per student
 - b. Approved Signatures form - Tokens and TAP forms (Attachment H)
 - c. The MTA Transit Access Pass (TAP) Application per student (Attachment I)
 - d. Proof of Enrollment for MTA and provide **one** of the following:
 - (i) Photocopy of valid school ID
 - (ii) Complete printout showing enrollment and/or in-class schedule
 - (iii) Letter verifying enrollment on school letterhead containing the original signature of a school official.
 2. If the student qualifies, a temporary TAP card will be issued for the student to the school from the Homeless Education Program Office. The temporary TAP cards are valid for 30 days from the date of issuance.
 3. The LAUSD Homeless Education Program will replace lost TAP cards only one time. The parent must purchase additional cards. Updated card information must be provided to the LAUSD Homeless Education Program in order to properly load the card on a monthly basis.
 4. Upon receipt of the permanent TAP card from MTA, the Homeless Education Program Office will note the student TAP number in the



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- Homeless Education database and send the TAP card to the school for distribution to the student. Please allow six to eight weeks for processing of the TAP card application.
5. The fare will be uploaded to the permanent card for the next month from our office upon receipt of proof of attendance (e.g. AT10, ISIS attendance printout) by the 20th of the month. Example: In order to process fare for a qualifying student for November, please submit the homeless student's attendance by October 20.
 6. Parents of students 11 years of age or younger, must continue to sign in once per day on the sign in form to assure that a parent/guardian is accompanying the student on the bus to and from school.
 7. Homeless Special Education and Magnet students will continue to participate in their program specific transportation, according to District guidelines. The Homeless Education Program staff can assist with identifying alternative pick-up sites based upon the student's residence location.
 8. A student with special needs who becomes homeless remains entitled to the services designated on his/her IEP, including home-to-school or school-to-school transportation. The Homeless School Site Liaison should contact the Program Specialist from the Special Education Support Unit to discuss pick-up or drop-off changes. The Program Specialist will facilitate the IEP process to address any transportation, placement, and service issues. The Program Specialist, Homeless Education Program, and Transportation Branch will agree on a resolution in accordance with District policy.

VII. DISPUTE RESOLUTION

If a dispute arises over school selection or enrollment of a homeless student, the student must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute. The parent/guardian or unaccompanied youth must be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right to appeal.

- A. The school administrator shall provide a copy of the "Dispute Resolution Process" (Attachment J), the "Written Notification of the Enrollment Decision" (Attachment K) to the parent/guardian or unaccompanied youth.
- B. The parent/guardian or unaccompanied homeless youth shall be provided with the "Parent Dispute Resolution Form" (Attachment L) to complete and return to the school to facilitate the dispute resolution process.
- C. A copy of the completed forms shall be provided to the parent/guardian/



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unaccompanied homeless youth for their records.

- D. Parent/guardian/unaccompanied youth must be informed that they can provide oral or written documentation to support their position about school selection or enrollment.
- E. Parent/guardian/unaccompanied youth must be informed that they can seek the assistance of social services, advocates and/or service providers in the dispute process.
- F. Every effort must be made to obtain a mailing address at the initiation of the dispute resolution process. If a mailing address is not available, the parent/guardian or unaccompanied homeless youth should provide another means of communicating with the school.
- G. The Principal or designee must report the dispute to the Homeless Education Program Coordinator within the same school day the dispute resolution process was initiated and fax all relevant documentation to the Homeless Education Program Office.
- H. The Homeless Education Program Coordinator must make a decision within two (2) working days, and a written report of the decision sent to the parent within three (3) working days. This report shall be sent via mail and a copy sent home with the student, or other agreed upon alternative means of communication. A copy of the outcome shall be provided to the parents/guardians or unaccompanied youth for their records, even when the dispute is resolved satisfactorily.
- I. If the dispute remains unresolved, or the parent/guardian or unaccompanied youth is not satisfied with the District decision, an appeal may be filed within three (3) working days to:

Los Angeles County Office of Education (LACOE)
Division of Student Support Services
c/o Los Angeles County Homeless Coordinator
9300 Imperial Highway
Downey, CA 90242
(562) 922-6301

- J. The Homeless Education Program Coordinator will forward all written documentation and related paperwork to the homeless liaison at LACOE. The LACOE homeless liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the documents. The LACOE homeless liaison will notify the District and the parent of the decision.



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- K. If the dispute remains unresolved, or if the parent/guardian or unaccompanied homeless youth is not satisfied with the LACOE decision, an appeal may be filed within three (3) working days to the California Department of Education (CDE):

California Department of Education
c/o Homeless State Coordinator
1430 N Street, 6th Floor, Suite 6208
Sacramento, CA 95814
(916) 319-0383

- L. The LACOE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The CDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials.

AUTHORITY: This is the policy of the Superintendent of Schools. The following legal standards are applied:

McKinney-Vento Homeless Assistance Act, 42 U.S.C. Section 11431 et seq.
Individuals with Disabilities Education Improvement Act, 20 U.S.C.
Section 1400 et seq.

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g
California Education Code Sections 48850, 49061 et seq., 49500 et seq.
California Family Code Section 6550 et seq.

California Department of Education 2007-08 Funding Terms and Conditions for Early Education Programs.

RELATED RESOURCES: BUL- 4926.2, [Attendance Policy for Elementary and Secondary Schools](#), dated March 1, 2013

BUL-5347.1, [Intra-district Permits \(School to School\) and Student Transfers in Elementary & Secondary Schools](#), dated June 10, 2013

BUL-5341.2, [Inter-district Permits \(District to District\) and Student Transfers in Elementary & Secondary Schools](#), dated January 23, 2013

BUL-4692.1, [Section 504 and Students/Other Individuals with Disabilities](#), dated September 1, 2012

BUL-5073.0 [California Confidential Address Program Implementation](#), dated April 7, 2010



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Capacity Memoranda issued annually by the Office of School Management Services.

Homeless Student Survey issued annually by the Planning and Assessment Division.

ASSISTANCE: For assistance or further information, please contact the Homeless Education Program at (213) 202-7581.

ATTACHMENTS:

- A Affidavit of Temporary Residence
- A-1 Affidavit of Temporary Residence (Spanish)
- B Affidavit for Proof of Age of Minor
- B-1 Affidavit for Proof of Age of Minor (Spanish)
- C Affidavit of Parent/Legal Guardian Identification
- C-1 Affidavit of Parent/Legal Guardian Identification (Spanish)
- D Caregiver's Authorization Affidavit
- D-1 Caregiver's Authorization Affidavit (Spanish)
- E Designated School Site Homeless Liaison
- F Student Residency Questionnaire
- F-1 Student Residency Questionnaire (Spanish)
- G Residency Status Update
- H Approved Signatures-Tokens and TAP Cards
- I MTA TAP Application
- J Dispute Resolution Process
- J-1 Dispute Resolution Process (Spanish)
- K Written Notification of Enrollment Decision
- K-1 Written Notification of Enrollment Decision (Spanish)
- L Parent Dispute Resolution Form
- L-1 Parent Dispute Resolution Form (Spanish)



Los Angeles Unified School District
Pupil Services
Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012
Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT A

AFFIDAVIT OF TEMPORARY RESIDENCE

I, _____, declare as follows:

I am the (check one) [] parent [] legal guardian [] caretaker of

Name: First Middle Last Date of Birth

a school age minor who is seeking admission to _____ School
in the Los Angeles Unified School District.

Since _____, our family has not had a permanent address; however, we do reside within the
attendance area of _____ School.

For school purposes, I can receive mail at and maintain regular contact with

Name Phone

Address
Street City/State Zip Code

In case of emergency, please contact:

Name Phone

Address
Street City/State Zip Code

I declare under penalty of perjury under the law of California that the above is true and correct and
that if called upon to testify, I would be competent to testify thereto.

Signature of Parent/Legal Guardian/Caretaker

Date

Witnessed by: _____
Signature of School Administrator or Designee



**Los Angeles Unified School District
Pupil Services
Homeless Education Program**

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012
Telephone: (213) 202-7581 Fax: (213) 580-6551



ANEXO A-1

DECLARACIÓN JURADA SOBRE EL DOMICILIO PROVISIONAL

Yo, _____, declaro lo siguiente:

Soy el/la (maque una casilla) padre/madre tutor legal persona a cargo de

Nombre _____ Segundo nombre _____ Apellido _____ Fecha de nacimiento _____

un menor en edad escolar que solicita ingreso a la Escuela _____.

en el Distrito Escolar Unificado de Los Ángeles.

A partir del _____, nuestra familia no ha tenido un domicilio fijo; sin embargo, actualmente vivimos en la zona de asistencia escolar de la Escuela _____.

Si la escuela desea comunicarse conmigo, puedo recibir correo y mantenerme en contacto regularmente con:

Nombre _____ Teléfono _____
Dirección _____ Ciudad y Estado _____ Zona postal _____

En caso de una emergencia, por favor comuníquese con:

Nombre _____ Teléfono _____
Dirección _____ Ciudad y Estado _____ Zona postal _____

Declaro bajo pena de falso testimonio, conforme a lo establecido por las leyes del Estado de California, que lo anterior es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

Firma del padre, tutor legal o persona a cargo del alumno _____
Fecha

Presenciado por: _____
Firma del administrador de la escuela o de la persona designada por él



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Pupil Services
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ATTACHMENT B

AFFIDAVIT FOR PROOF OF AGE OF MINOR

COUNTY OF LOS ANGELES)
) SS
STATE OF CALIFORNIA)

I, _____ declare:

I am the (check one) parent legal guardian caregiver

of _____ and hereby affirm
Name: First Middle Last

that he/she was born on _____ in _____
Month/Day/Year City

_____, _____, _____
State, Province, Country

I further affirm that a certificate of birth is not available for said minor.

I declare under penalty of perjury under the laws of California that, of my own personal knowledge, the above is true and correct and that if called upon to testify, I would be competent to identify thereto.

Print Name of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Date



**Los Angeles Unified School District
Pupil Services
Homeless Education Program**

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ANEXO B-1

DECLARACION JUARADA PARA COMPROBAR LA EDAD DEL MENOR

CONDADO DE LOS ANGELES)
) SS
ESTADO DE CALIFORNIA)

Yo, _____, declaro:

que soy el/la (marque una casilla) padre/madre tutor legal persona a cargo

de _____ y afirmo

Nombre: Primer Segundo Nombre Apellido

que él/ella nació _____ en _____.
mes/día/año Ciudad

_____, _____, _____
Estado Provincia País

También afirmo que no hay un certificado de nacimiento disponible para el dicho menor.

Declaro bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

Escriba el nombre y apellido del padre de familia/tutor/persona a cargo en letras de molde

Firma del padre de familia/tutor/persona a cargo

Fecha



Los Angeles Unified School District
Pupil Services

Homeless Education Program

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ATTACHMENT C

AFFIDAVIT OF PARENT/LEGAL GUARDIAN IDENTIFICATION

I, _____, declare as follows:

I am the (check one) the parent legal guardian caregiver of the following child/children

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

A school age minor who is seeking admission to _____
School
In the Los Angeles Unified School District.

Name: First Middle Last Date of Birth

I do not own or possess a birth certificate, driver's license, state ID, or baptism certificate verifying my status as a parent. I declare under penalty of perjury under the laws of California that the above is true and correct.

Date Print Name of Parent/Guardian Signature of Parent/Guardian/Caregiver

SCHOOL PERSONNEL: Make one copy of signed affidavit per student and place in student's cumulative record.



ANEXO C-1

DECLARACIÓN JURADA DE IDENTIFICACIÓN DE LOS PADRES O GUARDIANES

Yo, _____, declaro que
 soy el/la (marque una casilla) padre/madre tutor legal persona que cuida al/los siguiente(s) niño(s)

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____ dentro del Distrito Escolar Unificado			
Escuela			
de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____ dentro del Distrito Escolar Unificado de			
Escuela			
Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
Escuela			
dentro del Distrito Escolar Unificado de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
Un menor en edad escolar que desea ingresar a _____			
Escuela			
dentro del Distrito Escolar Unificado de Los Ángeles.			

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
No tengo en mi poder el acta de nacimiento, ni la licencia de conducir, ni el documento de identidad, ni el certificado de bautismo, como para verificar la paternidad. Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.			

Nombre de los padres/tutores/encargados	Firma de los padres/tutores/encargados
---	--

Fecha _____

SCHOOL PERSONNEL: Make one copy of signed affidavit per student and place in student's cumulative record.



CAREGIVER'S AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of item 5-8 is additionally required to authorize any other medical care. Please print clearly.

The minor named below lives in my home and I am 18 years of age or older.

Name of Minor: _____ Date of Birth: _____

My name (adult giving authorization): _____

My home address: _____
Number, Street, Apt.#, City, State, Zip

I am a grandparent, aunt, uncle, or other qualified relative of the minor (see back of this form for a definition of "qualified relative.")

Check one or both (for example, if one parent was advised and the other cannot be located):

I have advised the parent/s or other person/s having legal custody of the minor of my intent to authorize medical care, and have received no objection.

I am unable to contact the parent/s or other person/s having legal custody of the minor at this time, to notify them of my intended authorization.

My date of birth: _____ Driver's license/ I.D.number: _____

WARNING: Do not sign this form if any of the statements above are incorrect, or else you will be committing a crime punishable by a fine, imprisonment or both.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____ Date: _____

Notices:

*This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.

*A person who relies on this affidavit has no obligation to make any further inquiry or investigation

*This affidavit is not valid for more than one year after the date on which is executed.



CAREGIVER'S AUTHORIZATION AFFIDAVIT

TO CAREGIVERS:

1. "Qualified relative," for purposes of item 5, means a spouse, parent, stepparent, brother, sister, uncle, aunt, nephew, first cousin, or any person denoted by the prefix "grand" or "great," or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed foster parent, to obtain a foster home license in order to care for a minor. If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit.
4. If you do not have the information requested in item 8 (California driver's license or I.D.), provide another form of identification such as your social security number or Medi-Cal number.

TO SCHOOL OFFICIALS:

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. No person who acts in good faith dependent upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is subject to criminal liability or to civil liability to any person, or is subject to disciplinary action, for such reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purposes.



ANEXO D-1
(Página 1 de 2)

DECLARACIÓN JURADA DE LA PERSONA A CARGO DEL CUIDADO Y LA PROTECCIÓN DEL ALUMNO QUE FIRMA LA AUTORIZACIÓN

La Sección 1.5 (a partir del artículo 6550) de la División 11 del Código de Derecho de Familia autoriza el uso de esta declaración jurada.

Instrucciones: Completar los artículos 1 al 4 y firmar la declaración jurada es suficiente para autorizar la matriculación del menor de edad en la escuela y para autorizar la atención médica que sea necesario brindarle en la escuela. También es necesario completar los artículos 5 al 8 para autorizar que se le brinde cualquier otro tipo de atención médica. Escriba en imprenta legiblemente

El menor nombrado a continuación vive en mi hogar y tengo 18 años de edad o soy mayor de 18 años de edad.

Nombre del menor de edad: _____ Fecha de nacimiento: _____

Mi nombre y apellido (del adulto que firma la autorización): _____

La dirección de mi hogar: _____
Número Calle No. de apartamento

Ciudad Estado Zona postal

Soy el abuelo, la tía, el tío u otro pariente calificado del menor de edad (si desea leer la definición de "pariente competente" vea el reverso de este formulario) _____

Marque uno o ambos (por ejemplo, si se le informó a un padre de familia pero no fue posible localizar al otro padre de familia):

Le he informado al padre de familia o a los padres de familia o a la persona que tiene la custodia legal del menor de edad sobre mi intención de autorizar que reciba atención médica y no me han comunicado ningún reparo al respecto.

En este momento no he logrado comunicarme con el padre de familia, los padres de familia o la persona que tiene la custodia legal del menor de edad para informarles que firmaré la autorización.

Mi fecha de nacimiento: _____ Numero de licencia de conducir o de identificación: _____

AVISO: No firme este formulario si alguna de las declaraciones anteriores es incorrecta dado que estaría cometiendo un delito punible con una multa, con pena de prisión o ambos.

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo antedicho es verdadero y correcto.

Firma: _____ Fecha: _____

Notificaciones:

- ✓ Esta declaración no afecta los derechos que los padres o el tutor del menor de edad tienen con respecto al cuidado, la custodia y el control del menor de edad y no significa que la persona a cargo del cuidado y la protección del menor tiene la custodia legal de dicho menor.
- ✓ La persona que se fia de lo antedicho en esta declaración jurada no tiene la obligación de realizar una indagación o investigación ulterior.

Esta Declaración Jurada no es válida despues de transcurrido un año a partir de la fecha en que se firmó.



ANEXO D-1
(Página 2 de 2)

DECLARACIÓN JURADA DE LA PERSONA A CARGO DEL CUIDADO Y LA PROTECCIÓN DEL ALUMNO QUE FIRMA LA AUTORIZACIÓN

PARA GUARDIANS

1. "Parent calificado," para el propósito de artículo 5, quiere decir cónyuge, padre, padrastro, hermano, hermana, hermanastro, hermanastra, medio hermano, media hermana, tío, tía, sobrino, primo hermano o otra persona que sea abuelo/a, Bisabuelo/a o el cónyuge de cualquiera de las personas especificadas en esta definición, aunque el matrimonio ha sido terminado por muerte o disolución.
2. La ley requiere que usted, si no es pariente o un padre de crianza con licencia actual, que obtenga un licencia para cuidado de crianza en su hogar para poder cuidar al menor. Si tiene preguntas, por favor póngase en contacto con su departamento de servicios sociales.
3. Si el menor deja de vivir con usted, se requiere que usted le notifique a la escuela, proveedor de servicios de salud, o el plan de servicios de salud a quienes usted ha entregado este Afidávit.
4. Si no tiene la información requerida en el artículo 8, (Licencia de manejar en California o I.D.), necesita proveer otra forma de identificación tal como su número de seguro social o número de Medi-Cal.

PARA OFICIALES DE LA ESCUELA

1. Sección 48204 del Código de Educación provee que este afidávit constituye suficiente base para determinación de residencia del menor, sin el requisito de tutela o otra orden de custodia, a menos que el distrito escolar determine basado en hechos que el menor no vive con el guardián.
2. Puede ser que el distrito escolar necesite más evidencia que el guardián vive en el domicilio proveido en el artículo 4.

PARA PROVEEDORES DE SALUD Y PLANES DE SERVICIO DE SALUD

1. Ninguna persona que actúa en buena fe dependa de la Declaración Jurada para proveer cuidado médico o dental, sin el conocimiento de hechos contrarios a los declarados en este afidávit, será sujeto a obligación criminal o obligación civil, o es sujeto a acción disciplinaria por tal confianza si las secciones aplicables están completas.
2. Esta Declaración Jurada no confiere dependencia para propósitos de protección.



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT E

**DESIGNATED SCHOOL SITE HOMELESS LIAISON
HOMELESS EDUCATION PROGRAM**

Each principal shall designate an administrator or designee to serve as the School Site Homeless Liaison. The School Site Homeless Liaison is responsible, as part of his/her duties, to ensure that the mandates of the McKinney-Vento Homeless Assistance Act are being implemented at their school. This includes, but is not limited to, the identification of homeless children and youth during the registration process and to ensure that homeless student's academic needs are being met.

The Principal will automatically be considered the Designated School Site Homeless Liaison if this form is not returned.

School Name: _____ Local ESC: _____

Administrators Name: _____ Fax Number: _____

Designated School Site Homeless Liaison:

Name _____ Employee Number _____

Title/Position: _____ Telephone Number: _____

E-mail: _____

Alternate Homeless Liaison: _____ Employee Number _____

Title/Position: _____ Telephone Number: _____

E-mail: _____

This form must be submitted annually by September 1st to the Homeless Education Program Office.

PLEASE RETURN BY FAX OR MAIL TO:

LAUSD Homeless Education Program
c/o Homeless Education Program Coordinator
121 N. Beaudry Ave.
Los Angeles, California 90012
Fax (213) 580-6551

For additional assistance please contact the Homeless Education Program Coordinator at (213) 202-7581.



****To be completed by school personnel:***

Student's District ID#: _____

STUDENT RESIDENCY QUESTIONNAIRE

The goal of the LAUSD Homeless Education Program is to effectively serve students and families in transition, providing advocacy and referral services that foster a sense of empowerment and stability. To determine if your child is eligible for these services, please complete the Student Residency Questionnaire and return it to the Main Office at your child's school. For additional information, please contact the Homeless Education Program at (213) 202-7581.

Date: _____ School: _____ ESC: _____

Student First Name: _____ M.I.: ____ Last Name: _____ D.O.B.: _____ Male Female

Grade: _____ Other (i.e. Adult Ed.) _____ Special Ed: yes no Designation: _____

Address: _____ Apt #: _____ City: _____ Zip Code: _____

Parent/Guardian Name: _____ Contact Number: _____

The student(s) lives with:

- 1 parent 1 parent & another adult an adult that is not the parent or legal guardian
- 2 parents a relative alone with no adults

Student's Living Situation (Check all that may apply):

- In** a shelter _____ (name of shelter)
- In** a motel or hotel _____ (name of motel/hotel)
- In** a transitional housing program _____ (name of program)
- In** a car, trailer or campsite, **temporarily due to inadequate housing**
- In** a rented trailer/motor home on private property
- In** a SRO (Single Room Occupancy) **building** – a multiple tenant **building** consisting of individual rooms with **shared restrooms and/or kitchens** (not an apartment building or a one bedroom).
- In** a rented garage **due to loss of housing**
- Temporarily** in another family's house or apartment **due to loss of housing, due to financial problems (e.g., loss of job, eviction, or natural disaster)**
- Temporarily** with an adult that is not the parent/legal guardian **due to loss of housing**
- Awaiting** foster placement
- Other** places not designed for, or ordinarily used as a regular sleeping accommodation for human beings (explain) _____
- Living** alone, without any adult (unaccompanied youth)
- None of the above apply – NO FURTHER INFORMATION REQUIRED AT THIS TIME. If your housing situation changes, please notify your child's school.**



IF YOU CHECKED ANY OF THESE BOXES, PLEASE COMPLETE BOTH SIDES OF THIS FORM.



-----AFFIDAVIT-----By
signing this form, I declare under penalty of the laws in the State of California that the foregoing is true and correct. In addition, I understand that the District reserves the right to verify the above listed residence information.

Signature of Parent/Legal Guardian/Caregiver: _____ Date: _____



Los Angeles Unified School District

Pupil Services

Homeless Education Program

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Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT F
(Page 2 of 2)

Student Name _____ School _____

Please list all siblings between the ages of birth and 22 years old. Complete a separate SRQ for each child.

Table with 5 columns: Name, Birthdate, Age, Grade, School

The McKinney-Vento Homeless Assistance Act, part of No Child Left Behind, entitles all homeless school-aged children access to the same free, appropriate public education that is provided to non-homeless youth.

The Homeless Education Program may be able to provide assistance in the following areas. Please check areas of need, if any:

- School Supplies, Backpacks, Hygiene Kits, Clothing Assistance, Assistance for a Homeless Teen Parent, Educational Advocacy, Transportation Assistance, Other:

IF YOU ARE REQUESTING TRANSPORTATION ASSISTANCE, PLEASE SIGN THE AFFIDAVIT OF NEED BELOW.

I, _____, need assistance from LAUSD as I have no alternate means to deliver my child to school. I agree to have my child attend school every day and on time.

Parent/Guardian's Signature: _____ Date: _____

TO BE COMPLETED BY SCHOOL SITE HOMELESS LIAISON

School-Site Homeless Liaison can provide referrals in the following areas:

Please check areas of need, if any

- School Attendance, School Clothing/Uniforms, Free Breakfast/Lunch Program, Tutoring, Counseling, Medical/Dental/Health, Academic Evaluation, Food Pantries, Other:

Liaison: Please check here if you provided the parent/guardian with the requested referrals. If you need assistance with referrals, please refer to your Homeless Liaison Training Manual or contact the Homeless Education Program at (213) 202-7581.

School Site Homeless Liaison Name Title Phone E-mail

PLEASE NOTE:

- The Student Residency Questionnaire (SRQ) must be kept in a confidential file, which is separate from the Permanent Student Record. For any choices except none of the above applies, please fax this form (both sides) to the Homeless Education Program at (213) 580-6551.

(For Homeless Education Program Use Only)

- 1. Student has current SRQ on file? YES NO - SRQ required to process request.
2. Student is living within his/her school's residence boundaries? NO YES - If yes, student does not qualify for transportation assistance.
3. Student is eligible for transportation? YES NO

Transportation Request Processed By _____ Date _____

If transportation is denied, a denial letter will be sent to the School-Site Homeless Liaison. Parent/guardian can appeal.



**Los Angeles Unified School District
Pupil Services**

Homeless Education Program

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ANEXO F-1
(Página 1 de 2)

CUESTIONARIO SOBRE LA RESIDENCIA ESTUDIANTIL

La meta del Programa del LAUSD para la Educación de los Alumnos sin Hogar consiste en servir de manera eficaz a los alumnos y familias en transición, al proporcionar defensa y servicios de remisión que fomenten la sensación de poder y estabilidad. Para determinar si su hijo(a) reúne los requisitos para recibir estos servicios, sírvase llenar el Cuestionario sobre la Residencia Estudiantil y devolverlo a la oficina principal de la escuela de su hijo(a). Para mayores informes, haga el favor de comunicarse con el Programa de Educación para los Alumnos sin Hogar al (213) 202-7581.

Fecha: _____ Escuela: _____ ESC: _____

Nombre del alumno(a) _____ Fecha de Nacimiento _____ Masculino Femenino

Grado _____ Otro (ejemplo, Educación para Adultos) _____ Educación Especial Si No Designación _____

Dirección: _____ Ciudad: _____ Código Postal: _____

Nombre y apellido del padre/madre o tutor: _____ Número de teléfono para contactos: _____

El alumno vive con:

- el padre o la madre el padre o la madre y otro adulto un adulto que no es el padre de familia ni el tutor de familia
 el padre y la madre un pariente solo(a), sin adultos

Situación en que vive el alumno (Marque todas las respuestas que correspondan):

- En un refugio _____ (nombre del refugio)
- En un motel u hotel _____ (nombre del motel u hotel)
- En un programa de vivienda de transición _____ (nombre del programa)
- En un auto, tráiler o lugar de acampamento, **debido a vivienda inadecuada**
- En un tráiler/caravana fija alquilados, ubicados en propiedad privada
- En un edificio de SRO (lugar de un solo cuarto)– un edificio de inquilinos múltiples con cuartos individuales con baños y/o cocinas compartidos (que no sea un edificio de apartamentos o un solo dormitorio).
- En un garaje alquilado **debido a la pérdida de alojamiento**
- Temporalmente en la casa o apartamento de otra familia **debido a la pérdida del alojamiento o problemas económicos.** (Por ejemplo, pérdida del empleo, desalojamiento o desastre provocado por la naturaleza)
- Temporalmente con un adulto que no sea el padre, la madre o el tutor legal, **debido a la pérdida del alojamiento**
- En espera de la asignación a un hogar de crianza
- Otros lugares no diseñados ni usados normalmente para el alojamiento y el dormitorio de seres humanos (Sírvase explicar) _____
- Viviendo solo sin adulto (joven no acompañado)



SI USTED MARCÓ CUALQUIERA DE ESTAS CASILLAS, HAGA EL FAVOR DE LLENAR AMBOS LADOS DE ESTE FORMULARIO



Ninguna de las situaciones descritas arriba corresponde – **NO SE NECESITA INFORMACIÓN ADICIONAL POR AHORA.** Si la situación de su vivienda cambia, haga el favor de avisarle a la escuela.

-----AFFIDÁVIT-----

Al firmar este formulario, declaro so pena de perjurio de conformidad con las leyes del Estado de California que la información proporcionada arriba es cierta y correcta. Entiendo que el Distrito se reserva el derecho de verificar la información sobre la vivienda que figura arriba.

Firma del padre de familia, tutor legal o persona que proporciona servicios : _____ Fecha: _____



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ANEXO F-1
(Página 2 de 2)

Nombre y apellido del alumno _____ Escuela _____

Por favor note a todos los hermanos entre las edades de recién nacido hasta los 22 años. Llene un formulario por cada niño.

Nombre y apellido	Nacido/a	Edad	Grado	Escuela

La Ley McKinney-Vento sobre la Ayuda a las Personas sin Hogar, como parte de la ley Que Ningún Niño Quede Atrasado, les da el derecho a todos los niños sin hogar en edad escolar a tener acceso a la misma educación pública gratuita y apropiada que se les proporciona a los alumnos que sí tienen hogar. Las escuelas tienen la obligación de suprimir las barreras a la matriculación, asistencia y éxito de los alumnos de la escuela sin hogar.

El Programa de Educación para los Alumnos sin Hogar tal vez pueda proporcionar ayuda con los siguientes artículos. Haga el favor de marcar los aspectos en que usted experimente necesidad, si los hay:

- | | | |
|---|--|--|
| <input type="checkbox"/> Materiales escolares | <input type="checkbox"/> Mochilas | <input type="checkbox"/> Botiquines de higiene |
| <input type="checkbox"/> Ayuda para obtener ropa (zapatos, ropa, uniformes) | <input type="checkbox"/> Ayuda para un padre o madre adolescente sin hogar | <input type="checkbox"/> Defensor educativo |
| <input type="checkbox"/> Ayuda con el transporte | <input type="checkbox"/> Otro: _____ | |

SI USTED SOLICITA AYUDA CON EL TRANSPORTE, SÍRVASE FIRMAR EL AFFIDÁVIT DE NECESIDAD A CONTINUACIÓN.

Yo, _____, necesito la ayuda del LAUSD puesto que no tengo otro medio de llevar a mi hijo(a) a la escuela. Acepto hacer que mi hijo asista a la escuela todos los días puntualmente. También acepto notificarle al Distrito si nuestra situación cambia o si ya no necesitamos ayuda. Entiendo que mi hijo(a) debe cumplir con los requisitos pertinentes para recibir ayuda con el transporte y que debo cumplir con la obligación de firmar mi asistencia y las obligaciones de supervisión.

Firma del padre, madre o tutor: _____ Fecha: _____

>>>ESTA PARTE LA DEBE LLENAR LA PERSONA DE ENLACE DE LA ESCUELA CON LAS PERSONAS SIN HOGAR<<<

El Enlace del Plantel Escolar puede proporcionar remisiones a los siguientes servicios. Favor de marcar los aspectos en que necesite ayuda, si los hay:

- | | | |
|---|--|---|
| <input type="checkbox"/> Asistencia escolar | <input type="checkbox"/> Ropa/Uniformes escolares | <input type="checkbox"/> Programa de desayunos y almuerzos gratis |
| <input type="checkbox"/> Tutoría | <input type="checkbox"/> Asesoramiento | <input type="checkbox"/> Atención médica/dental/de salud |
| <input type="checkbox"/> Evaluación académica | <input type="checkbox"/> Lugares de distribución de alimentos gratis | <input type="checkbox"/> Otro _____ |

Liaison: Please check here if you provided the parent/guardian with the requested referrals. If you need assistance with referrals, please refer to your Homeless Liaison Training Manual or contact the Homeless Education Program at (213) 202-7581.

School Site Homeless Liaison Name	Title	Phone	E-mail
-----------------------------------	-------	-------	--------

School Personnel:

- The Student Residency Questionnaire (SRQ) must be kept in a confidential file which is separate from the Permanent Student Record.
- For any choices except none of the above apply, please fax this form (both sides) to the Homeless Education Program at (213) 580-6551.

(For Homeless Education Program Use Only)

- | | | |
|--|------------------------------|--|
| 1. Student has current SRQ on file? | <input type="checkbox"/> YES | <input type="checkbox"/> NO - SRQ required to process request. |
| 2. Student is living within his/her school's residence boundaries? | <input type="checkbox"/> NO | <input type="checkbox"/> YES - If yes, student does not qualify for transportation assistance. |
| 3. Student is eligible for transportation? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Transportation Request Processed By _____ Date _____

If transportation is denied, a denial letter will be sent to the School-Site Homeless Liaison. Parent/guardian can appeal.



Los Angeles Unified School District
Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012
Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT G

TO: LAUSD Homeless Education Program **DATE:** _____
FAX: (213) 580-6551
FROM: _____, School Site Homeless Liaison
_____ School

SUBJECT: RESIDENCY STATUS UPDATE FOR HOMELESS STUDENTS

Student Information

Unaccompanied Youth

Name: _____ DOB: ____/____/____ LAUSD ID #: _____
Current Address: _____ Apt #: _____
City: _____ Zip: _____
Parent/Guardian Name: _____ Contact Phone: _____
School of Attendance: _____ LD: _____ Grade: _____ Track: _____

Residence Update

The parent/guardian of the above student has provided updated residence information due to the following:

- New Address: _____

- _____ Family continues to meet federal definition of homeless. (No new SRQ required)
- _____ Family is permanently housed.
- Student checked out of school. Date: _____
 - New school District: _____ (if outside of LAUSD)
 - Unknown _____

Mail or fax a copy of last attendance record to the Homeless Education Program.

Please check box if student was receiving transportation assistance. HEP will review eligibility.

Please mail or fax documents to:
LAUSD Homeless Education Program
121 N. Beaudry Ave.
Los Angeles, CA 90012
(213) 580-6551 fax



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT H

TO: Homeless Education Program
Transportation Branch

DATE: _____

FROM: _____, Principal
_____ School

SUBJECT: APPROVED SIGNATURES FOR ORDERING PUBLIC CARRIER TOKENS AND TAP CARDS FOR HOMELESS STUDENTS

The following school personnel is/are hereby designated as my representative(s) and authorized to:

1. Certify the eligibility of *homeless* students to receive public carrier transportation.
2. Issue public carrier tokens and/or TAP cards to eligible *homeless* students

Please fax or mail this completed form to:

Pupil Services and Attendance
Homeless Education Program
121 N. Beaudry Ave. Los Angeles, CA 90012
Unit Phone: (213) 202-7581 / Unit Fax: (213) 580-6551

Please select at least two people from your school who will be able to assist homeless students with tokens on a regular basis.

Please update this form whenever there is a change of authorized personnel.

Authorized Representative Name	Authorized Representative Signature	Position

Signature of Principal

Date



METRO TRANSIT AUTHORITY (MTA) TRANSIT ACCESS PASS (TAP) CARD APPLICATION

K-12 Student TAP Card Application

The K-12 TAP Card Program makes it easier for students in grades K-12 to qualify for reduced fares on Metro. Call 1.866.TAPTOGO for additional information.

Application instructions

- > All applicants are required to complete **sections i** and **ii** of this application.
- > Photo ID or school ID may be required for pass purchase on TAP for Students in grades 9-12.

Section I – Applicant information

Last Name	First Name	Middle Name/Initial
Street Address	City State Zip	Apt #
City State Zip	Birth Date	Telephone Number
Name of School	Street Address	E-mail

Section II – Eligibility criteria

Complete appropriate grade level information below.

- Student 9-12
Student 9-12 TAP cards are only valid when accompanied by a current school photo ID or other valid photo ID.
 - > Please indicate grade of current enrollment: _____ (for example: 9th grade)
 - > Please indicate month of promotion to next grade, which is the last month of your *current* school year: _____ (e.g., June)
- Student K-8
Students K-8 are not required to carry a school photo ID with their TAP card.
 - > Please indicate grade of current enrollment: _____ (for example: 5th grade)
 - > Please indicate month of promotion to next grade, which is the last month of your *current* school year: _____ (e.g., June)

Both K-8 and 9-12 students must be enrolled in an accredited elementary, junior high or high school in Los Angeles County. Applicants must include one of the following documents listed below.

- _____ Current report card (photocopy)
- _____ Current valid school ID (photocopy)
- _____ Computer printout showing enrollment units and/or in-class schedule (photocopy)
- _____ Letter on school letterhead containing the original signature of a school official

See back to complete application.



Metro[®]





Los Angeles Unified School District
Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012
Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT I
(Page 2 of 2)

Dates to apply

Qualified K-12 applicants may submit applications for a K-12 Student TAP card at any time during the year. This TAP card will expire upon 8th or 12th grade graduation (as appropriate) or every three years (whichever occurs first).

Submitting your application

A completed application contains the following:

- > A completed application form: **sections i and ii.**
- > One of the following documents:
 - _____ Photocopy of current report card
 - _____ Photocopy of current valid school ID
 - _____ Photocopy of class schedule and/or printout showing enrollment units
 - _____ Letter on a school letterhead with original signature of school official

Submit your completed application packet to any of the following Metro Customer Centers listed below or mail to:

- > TAP Service Center
PO Box 811310
Los Angeles, CA 90081

Student TAP cards will be mailed to eligible applicants after verification has been completed. Normal processing time is 20 business days for applications dropped off at a Metro Customer Center. Please allow additional time for mailed applications.

I understand that I may lose the use of my Reduced fare TAP card if I misuse the card, or if I mark, tag or damage transit agency property. I agree to obey all transit rules and regulations. I hereby certify that the information provided on reverse is true and correct.

Applicant Signature _____

Date _____

Metro customer centers (accepting student tap card applications)

**Metro Customer Center
Baldwin Hills/Crenshaw**
3650 Martin Luther King Blvd.
Ste 189
Los Angeles, CA

**Metro Customer Center
East Los Angeles**
4501 B Whittier Blvd.
Los Angeles, CA

**Metro Customer Center
Union Station/Gateway Plaza**
One Gateway Plaza
Los Angeles, CA

**Metro Customer Center
Wilshire/La Brea**
5301 Wilshire Blvd.
Los Angeles, CA

Lost, stolen or destroyed tap cards

- > Call TAP Service Center immediately at 1.866.TAPTOGO (827.8646) to report a lost, stolen or destroyed TAP card.
- > Pay a non-refundable, nominal replacement fee.

For more information

Visit metro.net/reducedfares
213.680.0054



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT J

DISPUTE RESOLUTION PROCESS

- ✓ In the event of a dispute, the student must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute.
- ✓ The parent/guardian or youth shall be provided with the Written Notification of the Enrollment Decision from the school as well as a Dispute Resolution Form. This form must be completed by the parent/guardian or homeless youth and returned to the school to facilitate the dispute resolution process.
- ✓ A copy of the completed form shall be provided to the parents, guardian or youth for their records.
- ✓ Parents, guardian and unaccompanied youth must be informed that they can provide oral or written documentation to support their positions about school selection or enrollment.
- ✓ Parents, guardian and unaccompanied youth must be informed that they can seek the assistance of social services, advocates and/or service providers in the dispute process.
- ✓ Every effort must be made to obtain a mailing address at the initiation of the dispute resolution process. If a mailing address is not available, parent should provide another means of communicating with the school.
- ✓ The principal or designee must report the dispute to the Homeless Education Program Coordinator within the same school day the dispute resolution process was initiated. Relevant documentation must be faxed to the Homeless Education Program Office.
- ✓ The Homeless Education Program Coordinator must make a decision within two (2) working days, and a written report of the decision sent to the parent within three (3) working days. This report shall be sent via mail and a copy sent home with the student or other agreed upon alternative means of communication. A copy of the outcome shall be provided to the parents/guardians or unaccompanied youth for their records, even when the dispute is resolved satisfactorily.
- ✓ If the dispute remains unresolved or the parent/guardian or unaccompanied homeless youth is not satisfied with the District decision, an appeal may be filed within three (3) working days to:

Los Angeles County Office of Education (LACOE) Division of Student Support Services
 c/o Los Angeles County Homeless Coordinator
 9300 Imperial Highway, Downey, California 90242

The Homeless Education Program Coordinator will forward all written documentation and related paperwork to the homeless liaison at LACOE. The LACOE homeless liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the materials. The LACOE homeless liaison will notify the District and the parent of the decision.

- ✓ If the dispute remains unresolved or if the parent/guardian is not satisfied with the LACOE decision, they may appeal to the California Department of Education (CDE) within three (3) working days to:

The California Department of Education c/o Homeless State Coordinator
 1430 N Street, 6th floor, suite 6208
 Sacramento, CA 95814

The LACOE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the District, LACOE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials.



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ANEXO J-1

PROCESO DE RESOLUCION DE DISPUTA

- ✓ En caso de disputa el estudiante debe inscribirse inmediatamente en la escuela en la cual busca inscripción, en espera de la resolución de la disputa
- ✓ Al padre de familia/tutor o joven se le entregará un Formulario de Disputa de Resolución para ser relleno y devuelto a la escuela, para facilitar el proceso de resolución de disputa. Una copia del formulario relleno se entregará al padre de familia/tutor o joven, para su archivo.
- ✓ Los padres de familia, tutores y un joven no acompañado, deberán ser informados de que pueden suministrar documentación oral o por escrito para apoyar su posición acerca de la selección de escuela o inscripción.
- ✓ Los padres de familia, tutores y un joven no acompañado deben ser informados de que pueden solicitar la asistencia de servicios sociales, defensores y/o personal que presta un servicio en el proceso de disputa.
- ✓ Se deberá hacer todo lo posible para obtener una dirección postal al inicio del proceso de resolución de disputa. Si no dispone de una dirección postal, el padre de familia deberá proporcionar otro medio para comunicarse con la escuela.
- ✓ El director o persona designada deberá informar acerca de la disputa al Coordinador del Programa de Educación para los Desamparados en la misma jornada escolar en que se inició el proceso de disputa de resolución. La documentación pertinente deberá ser enviada por fax a la Oficina de Programa de Educación para los Desamparados.
- ✓ El Coordinador del Programa de Educación para los Desamparados deberán tomar una decisión dentro de dos (2) días laborables, y un informe por escrito de la decisión se enviará al padre de familia dentro de tres (3) días laborables. Este informe se enviará a la casa con el estudiante o mediante otro medio alternativo de comunicación que se haya acordado. Una copia del resultado de la disputa se proporcionará al padre de familia, tutor o joven no acompañado para su archivo, aún cuando la disputa haya sido resuelta satisfactoriamente sin una vista de la disputa.
- ✓ Si la disputa continúa sin resolverse o si el padre de familia no está satisfecho con la decisión del Distrito, se podrá presentar una apelación dentro de tres (3) días laborales a:

Los Angeles County Office of Education (LACOE), Division of Student Support Services

c/o Los Angeles County Homeless Coordinator
9300 Imperial Highway, Downey, California 90242

El coordinador de la oficina del Programa para Desamparados remitirá toda la documentación escrita y papeleo pertinente a la oficina de enlace del programa para desamparados en LACOE. La oficina de enlace del programa para desamparados de LACOE analizará dicho material y determinará la selección de escuela o decisión de inscripción dentro de cinco (5) días laborables de recepción del material. La oficina de enlace del programa para desamparados de LACOE notificará al Distrito y al padre de familia acerca de las decisión.

- ✓ Si la disputa continúa sin resolverse o si el padre de familia/tutor no está satisfecho con la decisión de LACOE, el mismo podrá apelar al Departamento de Educación de California (CDE) dentro de los tres (3) días laborables a:

The California Department of Education, c/o Homeless State Coordinator

1430 N Street, 6th floor, suite 6208
Sacramento, CA 95814

El intermediario de la oficina del Programa para Desamparados de LACOE remitirá toda la documentación y papeleo pertinente al coordinador del Programa para Desamparados del Estado. Siguiendo la revisión del Distrito, LACOE y la información del padre de familia, el CDE notificará al padre de familia acerca de la decisión final de selección de escuela o de inscripción, dentro de diez (10) días laborables de la recepción del material.



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT K

WRITTEN NOTIFICATION OF ENROLLMENT DECISION

Date: _____ Person completing form: _____ Title: _____

School: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is **DENIED/UPHELD**. This determination was based upon:

You have the right to appeal this decision. Please complete the accompanying Dispute Resolution form and contact:

Los Angeles Unified School District
Homeless Education Program Coordinator
121 N. Beaudry Ave.
Los Angeles, California 90012

- The student(s) has the right to immediately enroll in the school of choice pending resolution of the dispute.
- The parent/guardian or unaccompanied homeless youth may provide written or oral information to support your position.
- The Los Angeles Unified School District Enrollment Dispute Resolution process is attached.

You may appeal the District's decision through the Los Angeles County Homeless Coordinator.

Los Angeles County Office of Education (LACOE), Division of Student Support Services
c/o County Homeless Coordinator
9300 Imperial Highway, Downey, CA 90242

You may contact the state coordinator for homeless education to appeal LACOE's decision:

The California Department of Education, c/o Homeless State Coordinator
1430 N Street, 6th Floor, Suite 6208
Sacramento, CA 95814



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ANEXO K-1

NOTIFICACION POR ESCRITO DE DECISION ACERCA DE INSCRIPCION

Fecha: _____ Persona que llene el formulario: _____ Título: _____

Escuela: _____

De conformidad con el Artículo 722(g)(3)(E) de la Ley McKinney-Vento Homeless Educación Assistance de 2001 (Ley de Asistencia Educativa a los Desamparados) , se suministra la siguiente notificación por escrito a:

Padre/Madre o Tutor: _____

Estudiante: _____

Después considerar su solicitud de inscripción de el/los estudiantes mencionados precedentemente, su solicitud de inscripción ha sido **DENEGADA/ SOSTENIDA**. Esta decisión está basada en:

Usted tiene derecho a apelar esta decisión. Sírvase llenar el formulario adjunto de Disputa de Resolución y contactar con:

Los Angeles Unified School District
Homeless Education Program Coordinator
(Coordinador del Programa de Educación para los Desamparados)
121 N. Beaudry Ave.
Los Angeles, California 90012

- El estudiante tiene derecho a inscribirse inmediatamente en la escuela de su elección en espera de la resolución de la disputa.
- Usted puede suministrar información oral o por escrito para respaldar su posición.
- Se adjunta proceso de Resolución de Disputa de Inscripción, del Distrito Escolar Unificado de Los Angeles.

Puede apelar la decisión del Distrito al Coordinador de Desamparados del Condado de Los Angeles.

Los Angeles County Office of Education (LACOE)
Division of Student Support Services
c/o County Homeless Coordinator
9300 Imperial Highway, Downey, CA 90242

Puede contactar con el coordinador estatal para educación de desamparados para apelar la decisión de LACOE:

The California Department of Education
c/o Homeless State Coordinator
1430 N Street, 6th floor, Suite 6208
Sacramento, CA 95814



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ATTACHMENT L

PARENT DISPUTE RESOLUTION FORM

Form with fields: Name of Student, Name of School, Parent/Guardian Name, Street Address/Apt. #, City, State, Zip Code, Home Phone, Message/Work Phone, Relation to student, E-mail, and DOB.

I have been provided with the following documents, copies of which are attached to this form:

- Checkboxes for: The Written Notification of Enrollment Decision Form, Copy of the District's Dispute Resolution Process for students experiencing homelessness, Contact information for the Homeless Education Program Liaison.

1. You may include a written explanation to support your appeal of the school's decision in the space below. Please attach additional paper as necessary.

Large empty rectangular box for writing an explanation.

Please supply copies of any written documents that may be relevant to/supportive of your complaint. I have attached supporting documents: [] Yes [] No

2. Please state the specific relief you are seeking:

Large empty rectangular box for stating specific relief.

I certify that the foregoing is true and correct:

Signature and Date fields.

Attach additional sheets for details if needed. Mail or fax form to:

Homeless Education Program—Los Angeles Unified School District

121 N. Beaudry Ave.

Los Angeles, CA 90012

For assistance in completing this form, please contact the Homeless Education Program Office at (213) 202-7581.

For office use only: Date received: Initial:



Los Angeles Unified School District

Pupil Services

Homeless Education Program

121 N. BEAUDRY AVENUE LOS ANGELES, CALIFORNIA 90012

Telephone: (213) 202-7581 Fax: (213) 580-6551



ANEXO L-1

FORMULARIO DE RESOLUCIÓN DE DISPUTAS PARA PADRES

Nombre del estudiante		Fecha de nacimiento	
Nombre de la escuela			
Nombre del padre/madre/ tutor legal			
Calle y Número/Apt. No.			
Ciudad	Estado	Código postal	
Teléfono particular	Mensaje/Teléfono del trabajo		
Relación con el estudiante	E-mail		

He recibido los siguientes documentos, cuyas copias se adjuntan a este formulario:

- Una explicación por escrito sobre la decisión de la escuela
- Una copia del Proceso de Resolución de Disputas del Distrito para los estudiantes desamparados.
- Información de contacto para el Programa de Educación para Desamparados

1. Puede incluir en el espacio que figura más abajo una explicación por escrito que respalde su apelación a la decisión de la escuela. Agregue más papel si es necesario.

Adjunte copia de cualquier documento por escrito que pueda ser pertinente o que respalde su queja. Adjunto acompaño documentos acreditativos: Sí No

2. Indique por favor la ayuda específica que está solicitando:

Certifico que lo que antecede es verdadero y correcto:

Firma:	Fecha:
--------	--------

Adjuntar hojas adicionales para detalles si fuera necesario. Enviar por correo o fax a:

Homeless Education Program—Los Angeles Unified School District

121 N. Beaudry Ave.
Los Angeles, CA 90012

Si necesita ayuda para completar este formulario, sírvase contactar con la Oficina del Programa de Educación para los Desamparados al (213) 202-7581.

Para uso exclusivo de la oficina:	Fecha en que fue recibido:	Inicial:
--	-----------------------------------	-----------------