



Assistance for Homeless Families

When/If a Sussex Montessori student's family becomes homeless, and the school officials are made aware of the situation, the following steps will be taken:

- 1) Contact with the parents will be made.
- 2) Parents will determine if they wish to continue their child's enrollment at Sussex Montessori School, or to move their child's enrollment to the district school in the attendance area where they will reside.
- 3) If the parents choose to enroll elsewhere, Sussex Montessori School will make all contacts and records transfer necessary to the new school, to facilitate the student's move.
- 4) If the parents choose to remain at Sussex Montessori School, the school will utilize Title I funds to assist with basic family needs and educational needs. Sussex Montessori School will document the services being provided in the DOE Homeless reporting system in Eschool. These services are readily available for the Homeless Contact Associate at DOE to view. Sussex Montessori School will follow any required protocols as advised by that office, including connections with related services.

Identifying Potential Homeless/Foster Care Students

There are two opportunities for the school to identify potential homeless/foster care students during the application/acceptance process. The first opportunity is that the school's application form will be used to identify any child with missing address information. Such parents will be contacted by the school within two weeks in order to ascertain the circumstances associated with the missing information. The second opportunity is during the registration process which takes place for students who are accepted during the lottery. All families will be asked to provide proof of residency or, when proof of residency information cannot be provided, such families will be directed to use the Sample Affidavit for Missing Enrollment Documentation form.

Identifying a Currently Enrolled Homeless Student

If a staff member is notified that a currently enrolled student becomes homeless, or suspects that a child could be considered homeless under the McKinney Vento Act, the staff member will communicate that information with the school's Homeless Liaison. The Homeless Liaison will work with the family to complete a student residency questionnaire. The homeless liaison will review the needs assessment to provide appropriate resources and supports. The liaison will ensure that families and children receive the educational services for which they are eligible (transportation, referrals for health care, school supplies, etc...)