

KIT Building Point Person (BPP) Roles & Responsibilities

The BPP's main role is to identify and support students who are eligible for KIT services and support. KIT (Kids in Transition) includes McKinney-Vento and Foster Care-eligible students. See [KIT Staff Toolkit](#) for more information.

These are some of the activities that you may do as the BPP.

Attend Trainings

Training opportunities will be offered through the KIT office during the school year to help clarify your role and to share best practices with other support staff. Other trainings and materials are available on the KIT staff Toolkit and may be accessed anytime.

Act as a conduit for newly identified and potentially eligible KIT students

Staff in your building will direct students and parents to you when they think that a student may be eligible. You will then assist in getting the [student housing form](#) completed and submitted to the KIT office for the official determination.

The KIT office may ask you to gather details and information when new students are enrolling as housing forms are being screened and as active students may become identified.

You will also assess other needs and communicate within your building staff as appropriate (Registrars, Records Secretaries, Office Managers, Teachers, etc.), the KIT office and/or Family Resource Center to establish a network of support.

Help explain [transportation change request process](#) to staff, student, parent/guardians

Transportation is one way KIT students stay in their schools of origin while moving around. If the student is staying outside of the regularly served school boundaries and needs transportation, the KIT office needs the address where they want the transportation set up to and from, along with any special instructions such as special accommodations (IEP/504-related) or any special scheduling information (late start, early-release, stays after for activities/clubs, etc.)

Each time a transportation request is made, *it can take a minimum of three days to route*. **The KIT office does not get the route information.** That is communicated directly from the transportation department(s) to the parent/guardian/UHY and to the schools. When a student does not need their ride for the day, it is the student or parent/caregiver's responsibility to notify the transportation department(s). If a student does not ride for three days without any notification, that ride is cancelled and they, or you, need to contact the KIT office to get it set back up.

Running the school's KIT student list and distribution of the list within your building

[Click HERE to learn to run your own building's KIT list](#). Plan to do this regularly (at least once a month -- please work with your building administrator to determine the best process for your building). Staff distribution should be determined by your administrator. KIT eligibility and status is highly confidential information. Do not disclose information about a student's living situation to anyone other than the KIT Team and to other school administrators and school staff only as needed for their roles. Staff who receive student information about their KIT situation must be trained regarding the sensitive nature of the information. Many buildings include: Admin, counselors, food service managers, nurses, health room assistants, attendance people, treasurers, and other support staff (like SSA's and psychologists).

Communication within your building

Provide or arrange training and education to building staff about the KIT program and the support that is offered. This may be during all-staff meetings, via email reminders, and also by posting information where staff, students, and parents would likely see it. You may ask for announcements to be placed in newsletters and ask your webmaster to create links to the public KIT website (www.everettsd.org/KIT).

*Refer to the [KIT Staff Toolkit](#) for training resources. You may also contact the KIT office to set up a training date. We can arrange for a KIT district representative to give an in-person or remote training to your staff.

Advocate for [best-interest school placement conversations](#) to take place with staff who are working with the student. Contact Angelica Glaser for foster care school placement meetings.

KIT Eligibility: Print this [Quick Guide](#) and add your BPP information.

Providing support and connections to resources as applicable

The BPP is responsible to build a relationship and advocate for each of your KIT students. You may check in on them a couple of times in a year, or more. If grades or [attendance are slipping](#), you might check in to see whether the absences are related to their housing situation and should be excused, or if they have moved and need transportation changed, or if there are other issues that need to be addressed. Work with your attendance secretary and/or MTSS team to determine supports needed and/or to determine potentially eligible students.

Students with education-related costs for classes or school supplies may need the office or ASB treasurer to bill the KIT office for certain eligible costs. Refer to [Guidelines for fees/fines covered by KIT](#) (& How to bill the KIT program) and please share with appropriate staff at your school.

Before winter break, distribute resource information about cold-weather emergency shelters, holiday help, and utility assistance (provided by the KIT office).

In the spring, you will start to check in and help guide students/families in the transition to summer break/summer school and help determine whether they will remain eligible or will be removed from the KIT program.

Coordinate with the [Family Resource Center](#) as needed for assistance beyond what you can offer at the building level.

Other duties may include:

- Gathering information (The KIT office staff might ask you to pull information from a student file)
- Making phone calls to parents/caregivers