



Please use this KIT guide to remind staff  
(especially those who may be making home visits)

**Remember McKinney-Vento situations are far more inclusive in the definition of homelessness than what many think...**

**The following should ALL be reported to your KIT Building Point Person.**

**Student who:**

- ✓ Is living in place that is not intended for long term human habitation: a trailer/RV/tent/car/boat/garage/storage shed/treehouse/barn/loft
- ✓ Is staying somewhere with “lots of garbage,” broken-out windows, black mold infestation, pest infestations- like rats or bugs, unsafe areas (physically or psychologically)
- ✓ Is living in overcrowded spaces- like an entire family in one bedroom of a shared house, or having to sleep on the floor or couch in someone’s living room, finding out there are 10 people in a two-bedroom apartment, etc...
- ✓ Has moved in with someone after losing their own place and not sure how long they can stay, or staying with someone without being on the lease (may be jeopardizing that person’s housing and sneaking in and out so neighbors don’t report it or the landlord doesn’t find out). Can’t get mail there is another indicator. (These situations are often reported as “living with grandparents” or “living with friends.”)
- ✓ Has been reported as a “runaway,” or students who tell you they have been “kicked-out,” or “don’t want to live at home,” and are now staying with others, couch-surfing, or have nowhere to sleep. This includes those on an ARY order.
- ✓ Is staying at a temporary shelter, a motel/hotel/Air B&B, or is sleeping outside.
- ✓ Those who are coming out of one of the above situations and have moved to their own place after the school year started, are eligible through the end of the school year that they moved into stable housing.

These should be reported first to the KIT Building Point Person at your building, and then they will notify the KIT office to be officially screened in for adding to the program.

Your Building Point Person is: \_\_\_\_\_

Their contact information is: \_\_\_\_\_

Visit the [KIT Staff Toolkit](https://www.everettsd.org/kit) [www.everettsd.org/kit](https://www.everettsd.org/kit) for more information must be logged in as staff to access the quick link to the staff toolkit.

# KIT program--- office staff FAQ's

## **Q: Are student in Foster Care supported by KIT?**

**A: Yes**, students who are in Foster Care **and** those meeting the McKinney-Vento (MV) “more inclusive” definition of homelessness than what most think, are eligible for supports through our Kids in Transition (KIT) program. Foster care support is very similar to MV and both are intended to remove barriers for highly mobile students to maintain school stability while their home life is not so stable.

## **How do I know if a student is KIT-eligible, or potentially eligible?**

**A:** For *newly enrolling students*, foster care students should have a school notification form. For MV, look at the student housing questionnaire in the enrollment packet. If they checked any boxes, they might be eligible (the KIT office will need to make the official determination) and proceed with KIT protocol. Also, some caregivers might not check the boxes but will give you clues that might indicate their housing is unstable or doubled-up. Please contact your BPP or the KIT office to discuss the situation if unsure of how to proceed.

For *existing students*-- maybe they are reporting a change in address, or asking for help with transportation, or someone tells you they heard the student has nowhere to live, living in a hotel, etc. Refer these situations to your BPP. They will coordinate with the KIT office to identify and support these students.

## **Q: Can I enroll a potential KIT student if they do not have “proof of an address” in our service area?**

**A:** Yes, if they have indicated that they are in foster care or might meet the MV definition of homeless (as marked on the Housing Questionnaire) **and** are either staying in your service area, **or** if they have school of origin rights at your school.

Most MV families/students will not have a lease or any mail coming to the temporary address where they are staying. If they claim to be staying with another family or at a shelter or at a hotel in your school's service area, use the **student housing questionnaire** as verification of the address. *If they are currently or recently enrolled in a school in another area but still somewhat nearby, notify them that they **may be** eligible to remain in their other school and get transportation.* If they prefer this, the KIT office should be notified, and can help coordinate with the other school or school district. If they prefer to enroll in your school based on the address where they are staying, enroll using the housing questionnaire for address verification.

Some KIT students have established a school of origin at your school and have moved to a new address outside of your service area. These should be offered as a first choice to stay at your school, and we can request transportation. They could also choose to enroll in the new neighborhood school if they prefer. We always recommend if possible, switching schools at a “natural transition time” like spring or winter break, in the fall; or at the semester if they are a high school student.

**Remember to never require a notarized document if a family has any signs of this being a potential barrier.** If you pick up on barrier indicators, always default to the student housing questionnaire and go the KIT route.

***Please review/update forms and DESTROY any old forms that use the term, verification of “residency.”***

## KIT program--- office staff FAQ's

**Q: Can I enroll a KIT student who does not have proof of birth date or up to date immunizations?**

**A: Yes,** because some families/students living in transition will not have the traditional documents needed to enroll; they may have lost these in a fire or flood or might have fled a tough situation. KIT students must be enrolled without some of the usual required documents. Enroll **“without delay”** using as much information as you can get and then your BPP should help guide to obtain documents as soon as possible.

**Q: Do all KIT students get special transportation?**

**A: No.** Only KIT students who are staying outside of the regular service area of your school will be eligible for special transportation. If they are in the regular service area, they should ride a regular route or may be a walker. If transportation is a barrier, we should help address the barrier to attending.

If they move and are KIT or if they lose housing and become KIT, and are now out the regular service area, please get the new address (may ask if it's their own place now, if you are having a discreet conversation). Then ask your KIT BPP or the KIT office to review for eligibility and request transportation. If it's their own stable and adequate place, they have school of origin rights through the end of the school year (including summer school).

**Q: Are absences for KIT students excused?**

**A: Sometimes.** We can excuse the absences/tardies **IF** we know that they are related to the student's lack of stable housing. WAC 392-401-020 “Absences due to the following reasons must be excused: ... (7) Absence directly related to the student's homeless or foster care/dependency status; Usually, this is when a student is moving around in a hurry and cannot get to school either due to the distance, or due to the lapse in time it takes to set the transportation up.

- If there are days that you know need to be excused due to KIT transportation being set up use the code “PA” and enter a note that says, “due to program status”. This code will not pull into any of the AE Becca letters.
- If there are weather-related transportation limits, use the code “DT”. This happens when transportation departments do not provide out of district transportation.

*Please train attendance people in your buildings and make sure they have a list of your KIT students.*

Visit the [KIT Staff toolkit](http://www.everettsd.org/KIT) at [www.everettsd.org/KIT](http://www.everettsd.org/KIT) log in as staff to unlock the quicklink at the left side of the page (and encourage other staff to check it out too) for more information, training, and resources.

**KIT Office General line: 425-385-4032, email [KITOffice@everettsd.org](mailto:KITOffice@everettsd.org)**

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## STRATEGIES FOR SECRETARIES, REGISTRARS, CLERKS, AND ADMINISTRATIVE ASSISTANTS

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- Look for indicators that a student may be experiencing homelessness and make a referral to the local homeless liaison.
  - Learn to identify indicators of possible homelessness during the enrollment process, such as
    - a lack of records, such as a birth certificate, immunization records, school and preschool records, address verification;
    - parents who do not know the last school their child attended;
    - attendance at multiple schools;
    - a low-cost motel/hotel address on an enrollment form;
    - statements such as, “it’s a new address; I can’t remember it;” or “we’ve been having a hard time lately;” or “we move a lot and are staying with friends until we find a place.”
  - Include a housing intake form with enrollment materials with a check-off for types of living situations that would indicate homelessness.
  - Ask the family if there are preschool-aged children and include this information in your referral to the local liaison.
- Provide a welcoming environment for families, children, and youth experiencing homelessness.
  - Ensure that posters with the educational rights of homeless children and youth are posted visibly in the registration area and brochures are readily available.
  - Have sensitive conversations in a private area; allow the family or youth to fill out forms in a private area.
  - Inform homeless families, children, and youth that homeless students have the right to remain in their school of origin, if in their best interest, and receive transportation to and from the school of origin; providing this information is required by law;
  - Discuss a child’s or youth’s possible homelessness with him or her and with parents or guardians in a discrete, respectful way, avoiding using the word “homeless.” You should use terms like “living in a temporary situation” or “not having a stable place to live.”
  - Discuss with the parent, child, or youth school policies and routines; provide a tour of the school.

- Enroll the child or unaccompanied youth immediately.
  - Ensure that the child or youth is placed in class on the day of arrival, and follow up with the local liaison, child nutrition staff, and pupil transportation department so that services are arranged without delay.
  - You don't have to understand or agree with the reasons why an unaccompanied youth left home; youth often will not share the full details of their home situation. Enroll an unaccompanied homeless youth, as any other homeless child or youth.
- Provide a backpack with age-appropriate school supplies and clothing, if needed.
- Contact the parent or guardian when a homeless student is absent (or contact the unaccompanied youth) to identify any challenges with attendance.
- Before a student withdraws, prepare a parent pack with photocopies of the student's records (e.g., academic, health, immunization); samples of the student's work; and contact information for teachers, school counselors, or social workers.
- Provide records immediately for a homeless student when requested by a new school to expedite appropriate placement.
  - Schools must remove barriers to enrollment due to outstanding fees or fines.

## RESOURCES

- NCHE "Enrolling Children and Youth Experiencing Homelessness in School"  
<http://center.serve.org/nche/downloads/briefs/enrollment.pdf>
- NCHE Educational Rights Posters and Parent Pack Pocket Folders  
[http://center.serve.org/nche/online\\_order.php](http://center.serve.org/nche/online_order.php)