STUDENT/FAMILY Office Staff **ENROLLING WITH NO KIT Flowchart 1** "PROOF OF ADDRESS" Refer to the student housing questionnaire to see if they are indicators of eligibility Use housing questionnaire as proof of address and Review the form with them to see if they may have missed proceed as if KIT eligible. Ask if the student has been attending a different school. If they have been at a school nearby, they may have the it or may not have understood. Ask (or have your KIT BPP ask) about where they are currently staying. ability to remain in that school, or district, if rolling up to a Is it fixed (not moving around like a tent, trailer, boat, new grade band - like middle or high school (as Šchool or van, RV); regular (they know they can go there on a Origin) and receive transportation. predictable basis without being asked to leave and no legal right to be there); and adequate (meets the Ask if they think the child would do better to remain in physical and psychological needs of the child)? their previous school/district or if they really want to enroll in a new school based on their current location. SCHOOL/DISTRICT OF SCHOOL OF RESIDENCY **NO OR Examples:** ÓRIGIN **NOT SURE** Student is saying with a caregiver because the parent is not able to care for them right now... Family is staying at the grandparents' house and Enroll immediately. Forward the Email the housing questionnaire to have no "lease.' housing questionnaire to the KIT the KIT office indicating the name office with the student's ID of the School of Origin to: Ask if they would be able to **easily** get included to: aperusse@everettsd.org and the verification of "address" form aperusse@everettsd.org and completed and notarized if they have dindiveroceverettsd.org. dindivero@everettsd.org. no other address verification. The KIT office will help connect The KIT office will make the the student to McKinney-Vento official determination for KIT support in the school of origin and eligibility, code them in eSchools advocate for enrollment without and coordinate support with your KIT BPP. delay. If you have questions or concerns, refer to the Office Staff KIT Guide, contact your KIT BPP or the KIT office at x4235 for guidance. Enroll using the verification of address but not KIT.

STUDENT/FAMILY Office Staff **ENROLLING WITH NO KIT Flowchart 2** "PARENT/LEGAL **GUARDIAN**" Is there a **court order** that gives *permanent* legal custody Is student an exchange student (or Silvertips Is the student in **Foster Care**? Not Unaccompanied - enroll as usual player), or in other pre-arranged fixed, using the court order as proof of regular and adequate housing? quardianship. Ask DCYF social worker for a School Notification form and email <u>aglaser@everettsd.org</u> to determine Foster eligibility and coordinate KIT support. NO OR **NOT SURE** Unaccompanied, but likely **not** KIT (see no proof of address Student is likely eligible under the McKinney-Vento Act for additional supports as an chart). Unaccompanied Homeless Youth (UHY). Use a Caregiver Authorization form to designate a "guardian" for school purposes. This form goes in the student Can they *easily* get a **Hold** Examples of eligible situations (may or may not have a letter from Harmless form completed and a parent): file. If there is a legal guardian already notarized from the parent/legal in eSchools, bump them to G2 and make guardian for student file? • Student is staying with a caregiver because the parent is not both contacts. able to care for them right now... the parent might be homeless elsewhere or they do not know where the parent is. Refer student/caregiver to your KIT BPP for assisting with other supports. Parent may be in and out of the student's life for periods of • Student is staying with someone temporarily because the parent/legal guardian was unexpectedly incarcerated, entered a healthcare or treatment facility, passed away, etc.. • Family lost housing; student is staying with a friend, relative,



boyfriend, girlfriend, other.

"kicked out," or ran away.

Student left home due to danger/conflict in the home; or was

If you have questions or concerns, refer to the Office Staff KIT Guide, contact your KIT BPP or the KIT office at x4235 for guidance.

Enroll as non-KIT using the Hold Harmless for guardian proof (Code as unaccompanied youth in eSchools).