Office Staff KIT Flowchart

Student/Family Enrolling with no "Proof of Address"

Refer to the student housing questionnaire to see if there are indicators of homelessness

YES

Use housing questionnaire as the proof of address and proceed as if they are KIT eligible.
Ask if the student has been attending a different school.
If they have been at a school nearby, they may have the ability to remain in that school, or district if rolling up to a new grade band (as School of Origin,) and receive transportation.
Ask if they think the child would do better to remain in their previous school or if they really want to enroll in a new school based on their current location.

School of Origin

Forward the housing questionnaire to the KIT office indicating the name of the School of Origin to: aperusse@everettsd.org, aglaser@everettsd.org, and dindivero@everettsd.org
The KIT office will help connect the student to McKinney-Vento support in the school of origin and advocate for enrollment without delay.

School of Residency

Enroll without delay. Forward the housing questionnaire to the KIT office with the student's ID included to: aperusse@everettsd.org, aglaser@everettsd.org, and dindivero@everettsd.org
The KIT office will make the official determination for KIT eligibility, code them in eschools, and coordinate support.

NO

Review the form with them to see if they may have missed it or may not have understood.
Ask about where they are currently staying.
Is it fixed (not moving around like a tent, trailer, boat, van, RV); regular (they know they can go there on a predictable basis without being asked to leave and no legal right to be there); and adequate (meets the physical and psychological needs of the child)?

NO

Not Sure

Examples:
Student is staying with a caregiver because the parent is not able to care for them right now…
Family is staying at the grandparents' house and have no "lease."

YES

Ask if they would be able to get the verification of "address" form completed and notarized if they have no other address verification

NO

YES

Enroll using the verification of address but not KIT

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.

Last Updated August 2022