**School Enrollment &**

**Administrative Staff**

You have a special role to ensure

educational access and success for our

students experiencing homelessness!

* Recognize common signs of homelessness by:
	+ Looking for a history of multiple schools, erratic attendance in school records, or missing documents, particularly those verifying residency
	+ Listening for parent or student statements about living at different homes or being in transition
	+ Asking questions in a sensitive and neutral manner
	+ Reviewing Project HOPE-VA’s [MV101 video](https://www.youtube.com/watch?v=HOGMozrqHTk) at www.wm.edu/hope
* Ensure immediate enrollment by:
	+ Assuring families that their child can enroll if they are experiencing homelessness, even if they lack records normally required for enrollment.
	+ Asking for the name and city of the last school attended and calling that school to have the student’s academic records forwarded.
	+ Taking the family to a private place to fill out forms or offering to assist with completing forms over the phone if registration has moved online.
	+ Asking families about access to technology and connectivity in the home and providing information about the school’s resources and how to connect to any learning activities being offered.
* When you see signs of housing instability, **reach out to your homeless liaison** who can assist by:
	+ Helping students stay connected to the same school when in their best interest even if they move
	+ Removing barriers to learning related to homelessness
	+ Helping families access community services

**Please help your liaison help our students and their families!**

Liaison Name:

Phone Number:

Email: