



# North East Independent School District

Family Resource Center 8438 Ahern Dr. – San Antonio, Texas 78216

McKinney Project

## Campus Enrollment Procedures for McKinney Students

Ofc: (210) 442-0642

Fax: (210) 442-0645

1. Any student enrolling in NEISD is to complete the McKinney Residency Questionnaire (SRQ) upon registration.
2. SRQ is provided to parent/student prior to school staff requesting proof of residency.
3. If *Section A* is checked on the SRQ; Homeless status will be pending McKinney verification and the student is to be enrolled without delay (proof of residency is not required).
4. School staff may request all items needed for registering from the parent/student such as for proof of residency, immunizations, etc. A Parent/Student **not having these items should not have their enrollment delayed if Section A is checked.**
5. It is recommended, for best practice and “customer service” to allow student/parent to meet the Counselor and/or Family Specialist if *Section A* is checked. \*
6. School staff will not determine McKinney eligibility status of student or inform the parent/student of homeless eligibility. School staff is to inform the student/parent the enrollment is being done pending verification of homeless status.
7. McKinney Data Processor is responsible for entering DNQ student.
8. Campus Data Processor will obtain enrollment documents 2 days after appearing on the ATB0016 Data Error Listing for DNQ students. If mandatory documents are not received with the 2 day time period, student is to be withdrawn from the campus.

\*this is mandatory for any unaccompanied student that completes the SRQ

### **Situation A: (Section A is checked) Student has never been enrolled in a NEISD School.**

- Ask parent/student last school attended and when? Write this information directly on the SRQ.
- Attempt to get the actual physical address where the parent/student lives currently. Write this information on the SRQ. Exception: Use the campus address if student does not provide one.
- Attempt to retrieve all documents; residency, immunizations, birth certificate, social security number, etc.
- Involve a Counselor, Family Specialist to provide parent/student with a “welcome service” to assess immediate academic needs.
- Call McKinney Liaison (your school representative) if you have questions

### **Situation B: (Section A is checked) Student previously enrolled in a NEISD school.**

- Ask parent/student last school attended and when? Write this information directly on the SRQ
- **Verify** the student/parent is temporarily living in your campus attendance area and write actual physical address where the parent/student currently lives on the SRQ.
- Notify a Counselor, Family Specialist to provide parent/student with a “welcome service” to assess immediate academic needs
- If student temporarily lives in your campuses attendance area and requests to attend the last NEISD campus attended (not your campus), contact the McKinney project at 442-0642.

**Situation C: (Section A is checked) Student does not have a guardian, parent or Custodial caregiver enrolling them into school.**

- Ask student last school attended and when? Write this information directly on the SRQ
- Verify the student is temporarily living in your campus attendance area and write actual physical address where the student lives currently lives on the SRQ.
- Involve a Counselor, Family Specialist to provide parent/student with a “welcome service” to assess immediate academic needs
- Contact McKinney staff at 442-0642 and inform them of enrolling an unaccompanied youth
- School staff may request all items regularly requested from the parent/student such as for proof of residency, immunizations, etc. Not having these items should not delay enrollment if *Section A* is checked.
- The school is to obtain the name, address and date of birth of the adult enrolling the student as it is required by state law. It is important to document the name and relationship to the student of the adult enrolling the student on the McKinney form. IT IS NOT REQUIRED that the person enrolling the student produce a lease, power of attorney, affidavit of responsibility, or guardianship papers. **McKinney staff determines securing this documentation.**

**Situation D: Withdrawing students from school**

- Students identified as homeless (see Main Frame: SPGM screen) are to be given a copy of their Student/Parent Rights (available from the McKinney Office) at the time of withdrawal.
- Students not identified, as homeless should be presented information on the McKinney Student/Parent Rights only if there is indication or suspicion they qualify as homeless.
- If parent/student has concerns or questions during the withdrawing process related to homelessness, contact your campus McKinney Liaison to assist.
- Be aware a change in a student/parents living situation may qualify them for McKinney eligibility and they are to be given their rights before withdrawing.

cc: Lou Hernandez, Director of Data Processing

Dated 05/01/09