

Responsibilities for Local Homeless Education Liaisons Issue Responsibility Legally Required Policies and procedures ■ Review local policies and procedures that may impact homeless children and youth, such as school enrollment and access to school programs (This is an LEA requirement that may be assumed by the local liaison). ■ Revise local policies and procedures determined to be potential barriers for homeless children and youth (This is an LEA requirement that may be assumed by the local liaison). ■ Ensure that homeless students are identified by school personnel. 22 Chapter Three Issue Responsibility Legally Required Enrollment and access to educational services ■ Ensure that homeless students enroll in, and receive equal opportunity to succeed in, the schools of the LEA. ■ Ensure that homeless families, children, and youth receive educational services for which they are eligible, including free school meals, Head Start, Even Start, and preschool programs administered by the LEA; and referrals to health, mental health, dental, and other appropriate services. ■ Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children’s education. ■ Assist in the resolution of disputes, ensuring that they are mediated in accordance with the state’s dispute resolution process. ■ Facilitate transportation arrangements. 23 Chapter Three Issue Responsibility Legally Required Outreach ■ Ensure that the parent or guardian of a homeless child or youth, and any accompanied youth, is fully informed of all educational rights, including the right to remain in, and receive transportation to, the school of origin. ■ Post the educational rights of homeless children and youth in all schools in the district. ■ Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services (e.g., shelters, public health clinics, libraries, and soup kitchens). ■ Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison. ■ Collaborate and coordinate with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Unaccompanied youth ■ Assist unaccompanied youth in school enrollment and placement decisions, including considering the youth’s wishes in those decisions, and providing notice to the youth of the right to appeal such decisions through the dispute resolution process. ■ Ensure that unaccompanied youth are enrolled immediately in school pending the resolution of any dispute that arises over school enrollment and placement. ■ Assist children and youth who do not have immunizations or medical records in obtaining the necessary immunizations or records. (See Appendix J for resources related to serving unaccompanied youth.)