

# Appendix A:

## Sample Letter Requesting That a Local Homeless Education Liaison Be Identified



Appropriate Department of Education Letterhead

Local Superintendent or other identified point of contact  
Address [use mail merge option, if available]

Date

Dear [Superintendent's Name]:

The McKinney-Vento Act is federal legislation, Title X Part C of the No Child Left Behind Act, that ensures educational access and success for children and youth experiencing homelessness. Recent reauthorization has added the requirement that all local school districts identify a local homeless education liaison.

A table outlining the responsibilities of local liaisons is attached. Please identify a member of your central office staff to assume these responsibilities. If a liaison is not identified within 30 days, the Coordinator of Title I services will be assigned for your district. The contact information listed below should be forwarded to our state coordinator for homeless education. The identified liaison will be posted on our state's homeless education website. Questions related to homeless education issues and local liaisons should be referred to the state coordinator.

State Coordinator's name  
Address  
Phone number  
Fax number  
E-mail

Thank you, in advance, for responding to this request in a timely fashion.

Sincerely,

Name  
Title

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**Local Homeless Education Liaison**

School District: \_\_\_\_\_

Liaison Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Table 3: Potential Responsibilities of Local Homeless Education Liaisons**

State Coordinator should modify this table to reflect *final* responsibilities required in the state.

Issue	Responsibility	Legally Required
<b>Policies and procedures</b>	Review local policies and procedures that may impact homeless children and youth, such as school enrollment and access to school programs (LEA requirement, may be assumed by liaison).	●
	Revise local policies and procedures determined to be potential barriers for homeless children and youth (LEA requirement, may be assumed by liaison).	●
	Ensure that homeless students are identified by school personnel through coordination with other entities and agencies.	●
<b>Enrollment and access to educational services</b>	Ensure that homeless students enroll in, and have a full and 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 Head Start, Even Start, and preschool programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services.	●
	Assist children and youth who do not have immunizations or medical records to obtain the necessary records or immunizations.	●
	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 with enrollment dispute resolution cases, and ensure they are mediated in accordance with the state's enrollment-dispute-resolution process as expeditiously as possible.	●
<b>Outreach</b>	Ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including to the school of origin, and that assistance to access transportation services is provided.	●

Table 3: Potential Responsibilities of Local Homeless Education Liaisons (continued)

Issue	Responsibility	Legally Required
<b>Outreach, (continued)</b>	Post educational rights of homeless children and youth <i>in all schools</i> .	●
	Post educational rights of homeless children and youth <i>in the community</i> in places that homeless families and youth may receive services (e.g., shelters, public health offices, libraries, and soup kitchens).	●
	Inform school personnel, service providers, and advocates who work with homeless families of the duties of the 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.	●
<b>Unaccompanied youth</b>	Assist unaccompanied youth in placement and enrollment decisions, including considering the youth's wishes in those decisions and providing notice to the youth of the right to appeal such decisions under the enrollment-dispute provisions.	●
	Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment and placement.	●
<b>Suggested activities</b>	Provide professional development for school district staff to build awareness of the educational needs of homeless students, legal responsibilities of the school, and local policies and procedures.	
	Provide outreach to community service providers through presentations, announcements, and dissemination of relevant publications.	
	Provide training for parents.	
	Distribute materials, tutoring supplies, clothing, etc., to schools.	
	Conduct a needs assessment.	
	Conduct an evaluation of the local homeless education program.	