

Appendix D:

Sample Welcome Letter for a Replacement Local Homeless Education Liaison



Appropriate Department of Education Letterhead

Local Homeless Education Liaison
Address [use mail merge option, if available]

Date

Dear [Liaison's Name]:

You have been identified as the new local homeless education liaison for your school district. As the local liaison, you will be responsible for ensuring that homeless children and youth in your district have access to an appropriate public education. A list of your liaison responsibilities is attached. Should questions arise regarding homeless students in your district, we are available to assist in any way possible.

A number of resources have been sent to local liaisons in the past. If you are missing any of the following materials, please contact our office for replacements.

- A copy of the National Center for Homeless Education's *Local Homeless Education Liaison Toolkit*
- A listing of shelters in your division that accept children
- [State coordinators should list other materials that have been sent]

Additional information can be found on our website, http://_____.
Please review the following information and contact us with any corrections:

School District:
Liaison Name:
Position:
Address:
Phone:
Fax:
E-mail:

If we can be of any assistance, please contact our office. Thank you for working with us to meet the needs of the students experiencing homelessness.

Sincerely,

Name
State Coordinator for Homeless Education

Enclosure: List of Liaison Responsibilities and State Information Form [Attach the following table (Table 3 from Appendix A) and the State Information Form (Appendix E)].



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
Policies and procedures	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.	●
Enrollment and access to educational services	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.	●
Outreach	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
Outreach (continued)	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.	●
Unaccompanied youth	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.	●
Suggested activities	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.	