

# Quick Guide to Students in Transition

DESE guidelines, McKinney-Vento Act, and KCPS procedures

## Our Mission

KCPS exists to graduate students, through ever increasing achievement, that are college, career and workforce ready.

## ENROLLMENT OF HOMELESS OR TRANSITIONAL STUDENTS

Federal law guarantees homeless or transitional students immediate enrollment even if a child or youth is unable to produce the records required for enrollment in KCPS. Upon enrollment, the Office of Students in Transition will work with the family to ensure records are gathered and submitted in a timely manner.

## Schools have the following responsibilities:

The child must be immediately accepted into the school in which enrollment is sought. If there is a disagreement during the enrollment process, the school must provide the student/parents a written explanation of the school's enrollment decision, along with their right to appeal that decision. The child and his/her parents must be immediately referred to KCPS Transitional Services to begin the dispute resolution process.

## KCPS has the following responsibilities:

The student must attend the school that is in his or her best interest. This could be the school of origin (where they come from) or the school of residence (the school that serves the area where the student currently resides). KCPS works with the family to make that determination.

Transportation must be provided for the student to the school of best interest. This transportation must be provided to students during the resolution of pending disputes.

## WHAT IS A HOMELESS OR TRANSITIONAL STUDENT?

### Under The McKinney-Vento Homeless Assistance Act

Assistance according to McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act, states "homeless children and youth" refers to individuals who lack a fixed, regular, and adequate night time residence.

This includes children and youth who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Are living in emergency or transitional shelters; or abandoned in hospitals; or awaiting foster care placement
- Have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

### Rights of homeless or transitional students

Under federal law, homeless or transitional students are entitled to:

- The right to remain in their school of origin (This means the school a child attended when permanently housed or in which he/she was last enrolled)
- Transportation to their school of origin
- The right to immediate enrollment, even if they don't have all of their paperwork - for example, medical/health records, proof of residency, former school records, immunization records.
- The right to access all of the school's programs and services on the same basis as all other students, including:
  - special education
  - migrant education
  - vocational education
  - school nutrition programs (school breakfast and lunch)
  - extracurricular activities

#### KCPS Office of Students in Transition

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[www.kcpublicschools.org/StudentsInTransition](http://www.kcpublicschools.org/StudentsInTransition)

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## CRISIS INTERVENTION PLAN

**GATHER** pertinent information and contact the Office of Students in Transition without creating an additional hardship for families

**ENGAGE** and contact necessary parties to make a well-informed decision

**IMPLEMENT** the plan of action based on an objective assessment

**FOLLOW-UP** with all parties, including the Office of Students in Transition, both verbally and through written correspondence if there are further, unaddressed concerns

**BE PROACTIVE, NOT REACTIVE** The Office of Students in Transition is always available to support you in providing the necessary care for our homeless and transitional students

## General Guidelines

### Enrollment/Placement

KCPS will consider the best interest of the homeless student, with parental involvement, in determining whether the student should be enrolled in their home school, home school district, or a secondary school or district. This choice will be made regardless of the student's living arrangement.

When possible and appropriate, the student should continue enrollment at their home school, except when the parent/guardian otherwise requests.

If the student is unaccompanied by a parent/guardian, the Homeless Coordinator will consider the views of the student in deciding educational placement.

### Resolving Grievances

**Level I** – Complaints must first be reported orally and informally to the KCPS Homeless Coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint to the Homeless Coordinator within five (5) business days. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and notation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the Homeless Coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the Homeless Coordinator will inform the Superintendent of Schools of the formal complaint and the disposition.

**Level II** – Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The Superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the Superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

**Level III** – If a resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

**Level IV** – If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

For more information on the McKinney-Vento Homeless Assistance Act and resources for implementation visit  
[www.naehcy.org](http://www.naehcy.org)