

Instructions for Using Template End-of-Year Reverification Letter

The McKinney-Vento Act requires districts to provide continued enrollment and transportation for students for the duration of homelessness, the remainder of the academic year in which families become permanently housed.

McKinney-Vento designations should be revisited at the end of each year so that, for example, families who have become permanently housed are provided with assistance transferring to the new local school district at the end of the school year, and any dispute about the student's continued eligibility under McKinney-Vento can be resolved before the start of the next school year.

Communication between a school district and a parent about a student's continued McKinney-Vento eligibility should be done with sensitivity. The following are some best practices:

- Revisit McKinney-Vento determinations for all students at the end of the year and possibly earlier if information comes to light that a student's housing status has changed.
- Revisit all McKinney-Vento designations to avoid making families feel singled out, even if some situations may be clearer than others.
- Be transparent about the process from the beginning. Let families know at the time of designation that McKinney-Vento eligibility determinations for all students are revisited. Advance notice that the designation will be revisited may alleviate potential feelings of anxiety or mistrust that the parent may have.
- Explain to families at the time of designation that shared housing situations that were originally meant to be temporary may become permanent with the passage of time.
- Send parents the attached Reverification Template Letter and a new Housing Questionnaire in the spring semester to give them the opportunity to self-identify. Make sure that parents know that this process applies to all students designated as McKinney-Vento eligible.
- If there is a question about the student's continued McKinney-Vento eligibility, make sure it is addressed as soon as possible. If a dispute arises about the student's continued eligibility for the following school year, make sure the dispute is resolved over the summer to minimize any potential disruptions in the student's education as well as any potential disruptions to the school community.

Please note, information about the living situation of a student who is homeless (e.g., homeless status, temporary address) is considered a part of the student's educational record and may not be disclosed as directory information. This means that school districts may not disclose the address where the student is temporarily living or the temporary housing status of a student who is homeless to a third party (e.g. landlord) without the consent of the parent.

Also, it is critical that liaisons ensure a smooth transition for students who are no longer McKinney-Vento eligible and connect them with supports for which they are entitled (for example, Title I services, services for English Language Learner, special education services, attendance improvement/dropout prevention services, academic intervention services, etc.). Research has shown that formerly homeless students have rates of chronic absenteeism and low proficiency rates on the statewide assessments similar to students who are currently experiencing homelessness.

For general information about determining eligibility and navigating difficult conversations, consult the [National Center for Homeless Education's "Determining Eligibility" issue brief](#) and our [Tips for Navigating Challenging Conversations](#). If you have questions about the eligibility of specific cases, please call your PA ECEH Regional Coordinator at 570 718-4613.

(Insert School District Letterhead)

Template End-of-Year Reverification Letter

Dear _____,

Each year, [School District Name] asks for updated address and housing information for students who receive services under the McKinney-Vento Act, which is a federal law that supports students in temporary housing. Your updated housing information will help us determine if [child's name/you], [is/are] still eligible for services such as continued enrollment, transportation for students temporarily living outside of the district, and other programs [list specific programs such as free meals or Title I services if the family may not otherwise qualify, or other school district interventions for students in temporary housing]. Even if you have moved into permanent housing, [your child/you] can stay in [his/her/your] current school and get transportation to that school **for the rest of the school year [and next school year (only include the latter if next year is the student's terminal grade)]**.

The information on the questionnaire about your housing will be kept private and is protected under the Family Educational Rights and Privacy Act (FERPA).

Please fill out the enclosed *Housing Questionnaire* and return it to us at:

(Insert School District Address)

- Please write your current address on the questionnaire.
- If your family is now permanently housed, check the box "In Permanent Housing" on the questionnaire. Some examples of permanent housing include moving into your own apartment or house, or if a temporary shared housing arrangement has changed into a long-term, adequate arrangement.
- If you check something other than "In Permanent Housing," your child may be eligible for continued services under the McKinney-Vento Act.

[School District Name] may contact you about the information you provide on the *Housing Questionnaire*. If you have questions about your housing status or your child's eligibility under the McKinney-Vento Act, please contact [McKinney-Vento Liaison Name], the McKinney-Vento liaison for the district, at [phone number and email address].

Thank you for your time and consideration in helping us update our records.

Sincerely,

Student End of Year Housing Questionnaire

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435.

The information you provide is confidential. Your child will not be discriminated against based upon the information provided.

Please complete the following questions regarding the student's housing in order to help determine continuation of services the student may be eligible to receive in the next school year under the McKinney-Vento Act 42 U.S.C. 11435.

Name of Student: _____

Date of Birth: _____ Age: _____ Gender: _____

Name of School: _____ Grade: _____

- Student is unaccompanied (not living with a parent or legal guardian)
- Student is living with a parent or legal guardian

_____ **Living situation is unchanged.**

If you do not own/rent your own home, please check all that apply below.

- In a motel A car, park, campsite or similar location
- In a shelter Transitional Housing
- Moving from place to place/couch surfing
- In a residence with inadequate facilities (no water, heat, electricity, etc.)
- In someone else's house or apartment with another family
- Other: _____

_____ **Living situation has changed. We now own/rent our home.**

Address of current residence: _____

*Signature: _____