

Secretaries and Administrative Assistants

How to support students experiencing homelessness

Learn to identify the following tell-tale signs of homelessness:

- Chronic hunger or tiredness
- Erratic attendance at schools
- Attendance at multiple schools
- Poor grooming or clothing that draws attention
- Lack of records, such as birth certificate, immunization record, pre-school physical, and school records, or incomplete records
- Parent who seems confused when asked about the last school attended
- Low-income motel address on enrollment form
- Statements from family when enrolling, such as:
"We've been having a hard time lately." "It's a new address. I can't remember it." "We move a lot and are staying with friends until we find a place."

Assure families that children can enroll if you think that they are experiencing homelessness. (This is mandated by the McKinney-Vento Homeless Education Act, P.L. 107-110.)

- Refer the family/child immediately to CIT/H. Ask for the name and city of the last school attended.

Offer to assist with filling out the enrollment forms. Hesitation may indicate an inability to read.

Have copies of the school/class supply lists.

Be sensitive, patient, calm, and reassuring. YOU can make a difference!