

Section I: USD383 Student Documentation Guidelines

USD383 recognizes several types of documentation for student enrollment to include:

- Birth Certificate
- Green Cards
- School records
- Baptismal records
- Military ID
- U.S. Visas
- U.S. Driver's License
- Passports
- Other documents approved by Administration

However, over the past several years Manhattan - Ogden USD383 has had a substantial increase in the number of students and families coming into the district without adequate documentation, sometimes without any documentation at all. Such situations can result from homelessness, displacement by natural disasters, refugees from wars or civil disorder, migrant workers or other circumstances beyond the control of the student.

It is USD383's practice that our schools and staff present a welcoming atmosphere to all students and parents regardless of their circumstances.

Please remember that all students deal with stressful events, but students and their families without documentation or a permanent residence may be facing additional challenges far beyond what most families ordinarily experience. Such stressors may include war; family violence; loss of home; separation from family members; illness, divorce; adaptation to a new culture; the challenge of learning a new language; and, often, the difficulty of simply surviving financially from day to day.

If a student does not have any of the above listed documentation or does not have a permanent residence, federal law requires that they be enrolled immediately without question. Like other children, undocumented students are required to attend school until they reach a legally mandated age. Furthermore, federal law states that public schools may not:

- deny admission to a student during initial enrollment or at any other time on the basis of undocumented status or lack of a permanent residency;
- treat a student differently to verify documents or residency;
- engage in any practices that "chills" or hinders a student's right of access to school;
- require students or parents to disclose their immigration status;
- make any inquiries of students or parents that may expose their undocumented status; or
- require social security numbers as a requirement for admission to school.

It is essential that such situations be handled discreetly and sensitively. Be careful how you ask questions regarding these issues and if there seems to be any reluctance on the part of the student or parent to provide information, please stop. If you have concerns about the family, discuss them with your Principal and school Social Worker in private. Also, refer to the .pdf file "Indicators of possible FIT eligibility on the USD383 FIT webpage.

Also, be aware that the Federal Family Educational Rights and Protection Act (FERPA) requires that such information be held absolutely confidential and is to be shared with other school personnel only as is educationally necessary. Treat such information with more confidentiality than you do free and reduced lunch status. In fact, FERPA prohibits schools and school personnel from providing any outside person or agency (including Police or Homeland Security) with any information from a child's school file that would expose the student's residency or undocumented status without first getting permission from the student's parents. The only exception is if an agency gets a court order.

Section II: USD383 Student Enrollment Guidelines

1. If a student has a U.S. Visa of any type it is important that Diane Denison at Robinson Education Center talk with the family as soon as possible. Please give her the contact information for the family as soon as possible.

Student Documentation (refer to Section I: Student Document Guidelines above): If a student or parent does not have documentation or previous school records, continue with the enrollment but contact your building Principal or Social Worker so they can determine the circumstances and assess whether the student or family may require additional services. Also, refer to the .pdf file "Class placement for undocumented students new to USD383" on the USD383 FIT webpage or the USD383 Migrant Education webpage.

2. Student Documentation on Infinite Campus: If a student does not have documentation, leave the following fields blank:

- a. Birth Country
- b. Date Entered U.S.
- c. Date Entered U.S School
- d. Birth verification

3. If a student does not have a social security number, they should be assigned an ID number generated by the district. Adults without social security numbers who are applying for the free or reduced lunch and/or breakfast program for a student must write "*None*" on the application. Do not use NA or N/A on the application form.

4. If at any time during the initial enrollment it appears that a student or family does not have a permanent residence or is reluctant to disclose an address, continue with the enrollment. But, then contact your building Principal or Social Worker so they can determine the circumstances and whether the student or family may require additional services. Also see item 9 below for more specific information on students without a permanent residence.

5. If a parent does not have money to pay enrollment fees, continue with the enrollment. But, then contact your building principal Social Worker so they can determine the circumstances and assess whether the student or family may require additional services.

6. Kansas law requires that all children be immunized before attending school. If a student or family does not have immunization records, continue with the enrollment process. Then explain to the parent that a record of immunizations must be produced before the student can be allowed in a classroom. If an immunization record is not available, the student must receive at least one dose of required immunizations before attending classes. Recommend the Riley County Health Department if they do not have a family doctor in Manhattan.

7. USD383 Home Language Survey Form: A Home Language Survey form must be filled out for every student that is new to the district. If it appears there is a language other than English spoken by one or both parents or another permanent resident in the home (e.g. grandparent), please encourage the parent to list their language on this form even if the student appears to speak English fluently. When a home language other than English is identified, the USD383 ESL Coordinator is required to test the student's use of English to determine if he/she needs additional support services to ensure they achieve academic excellence. This is always in the student's best interest.

Put the original copy of the completed Home Language Survey in the student's cum folder even if no language other than English is spoken in the home. And, if a language other than English is spoken in the home, send one copy to Emily Dossett at MHSE.

Also, first time enrollment in Infinite Campus requires that a student's home language be entered. This is the responsibility of the building office professional, but please be sure to list any non-English languages that are spoken in the home as well.

Any questions regarding Home Language should be addressed to Emily Dossett at MHSE.

8. USD383 Title VII Certification Form: A Title VII certification form must be filled out for every student that is new to the district. The purpose of this form is so USD383 can document the presence of students with Native American, Alaskan Native or Pacific Island heritage in order to receive additional funding for academic support services. If the parent indicates such ancestry on the form, put one copy of the completed form in the student's cum folder and send one copy to Stan Ward at Robinson Education Center. If no pertinent heritage is indicated, then discard the form.

9. USD383 Residency/Employment Questionnaire. This form provides information for identifying students and families who might be eligible for additional services. This form comes in both English and Spanish, print it back to front (see attached form).

"Section A" of the form relates to family eligibility for the Families in Transition (FIT) program. Any form that has a "Yes" check mark in Section A should be immediately given to the building Social Worker so they can determine FIT eligibility. If the family is determined to be FIT eligible, all children in the family are FIT eligible for services for the remainder of the current school year and the first 30 days of next year. In the event of FIT eligibility:

- Connie McClatchey in the Special Education office will indicate FIT status in Infinite Campus. Building office personnel should not do this.
- All FIT eligible students are eligible for free lunches, but the parents are not required to complete the free lunch eligibility form. Again, Connie McClatchey will take care of the necessary paperwork and make sure the student receives free lunches.
- All FIT eligible students are considered Title I students regardless of whether the building is a Title I school or not. And, once again, Connie McClatchey will take care of the Infinite Campus entry and make sure the student is identified as a Title I student in Infinite Campus.
- FIT eligible students by definition do not have a permanent residence (see criteria below) and frequently do not have documentation. Please be sensitive about these issues and follow procedures as outlined in Section I: Student Enrollment Guidelines above.
- Confusion sometimes comes up regarding Military families as regards FIT eligibility for they frequently "double-up" or live in a motel while waiting for post housing or for a home purchase to be completed. These circumstances do not make a family eligible for FIT. The operative phrase for FIT eligibility is "loss of housing, lacking a permanent residence or doubling up for reasons of **economic** hardship." Military families do not qualify as FIT under these guidelines.

Homeless Student Definition: The McKinney-Vento Act defines "homeless children and families" as individuals who lack a fixed, regular, and adequate nighttime residence as follows:

1. Sharing housing with others due to loss of housing, economic hardship or a similar reason.
2. Living in a motel or hotel due to loss of job, loss of housing, economic hardship, etc.
3. Living in a shelter or transitional housing.
4. Living in an unsheltered situation (e.g. campgrounds, parks, cars, or other place not designed for permanent housing)
5. Living in substandard housing.

6. A student living independently without parent support (includes children who been abandoned, who have run away from home or were forced to leave home). This may also, in some circumstances, include children living with adults who do not have legal custody.

"Section B" of the enrollment form relates to family eligibility for the USD383 Migrant Education Program (MEP). Any form that has a "YES" checked in Section B should be sent to Stan Ward at the Education Center.

USD383 Manhattan -Ogden receives federal funding to provide additional educational assistance to children whose families make frequent moves in search of agricultural work and/or do seasonal agricultural work. The intent of this program is to ensure that these children fully benefit from the same free public education provided to other children. And, that they master the educational content provided in our schools by offering services to help reduce the educational disruptions and other problems that can result from frequent moves associated with this kind of work.

Eligibility for this program requires "Certification" by the State Migrant Education program, but is basically a factor of mobility and current or past employment in agriculture. For purposes of this program, agricultural work may include but is not necessarily limited to:

- Planting, cultivating or harvesting grain, fruit and vegetable crops.
- Pesticide and/or fertilizer application.
- Livestock operations, feed lots, dairies, hatcheries, etc.
- Nurseries (not landscaping).
- Beef, pork, chicken or other meat processing.
- Grain, fruit & vegetable processing.

The USD383 Migrant Education Program is designed to serve children from birth to 21 and their families. Among the services that can be provided to qualifying families are:

- Infant toddler services and assessments.
- HeadStart and Pre-K early childhood education.
- Free breakfast and lunch for qualifying students.
- Educational materials for families to use with children in elementary school and children not yet in school.
- In school tutoring and homework help as needed for students Kindergarten through 12th grade.
- English as Second Language (ESL) support for students Pre-K - 12th grade.
- Health, nutrition and social services and referrals for students and families as needed.
- Educational programs for out of school youth and adults (Adult Basic Education, GED and ESL).
- Life skills programs for students and families.

If you think a family in your school might qualify for MEP services, please contact Stan Ward or Marie Bovee (USD383's Migrant Education Coordinator) and a family visit will be arranged.