

Immediate Enrollment Flowchart Under the McKinney-Vento Act and Code of Maryland Regulations (COMAR)

Under federal and state law, local educational agencies (LEAs) must enroll children and youth experiencing homelessness immediately. Enrollment is defined as attending classes and participating fully in school activities. LEA procedures and paperwork cannot be a prerequisite for the student starting school, including but not limited to:

- McKinney-Vento eligibility forms
- Displacement statements
- Needs assessments
- Caregiver forms
- Proof of guardianship
- Eligibility determinations
- Proof of residency
- Immunizations and other health records
- School records (including special education)
- Birth certificates
- Proof of income (for Pre-K)
- Home visits

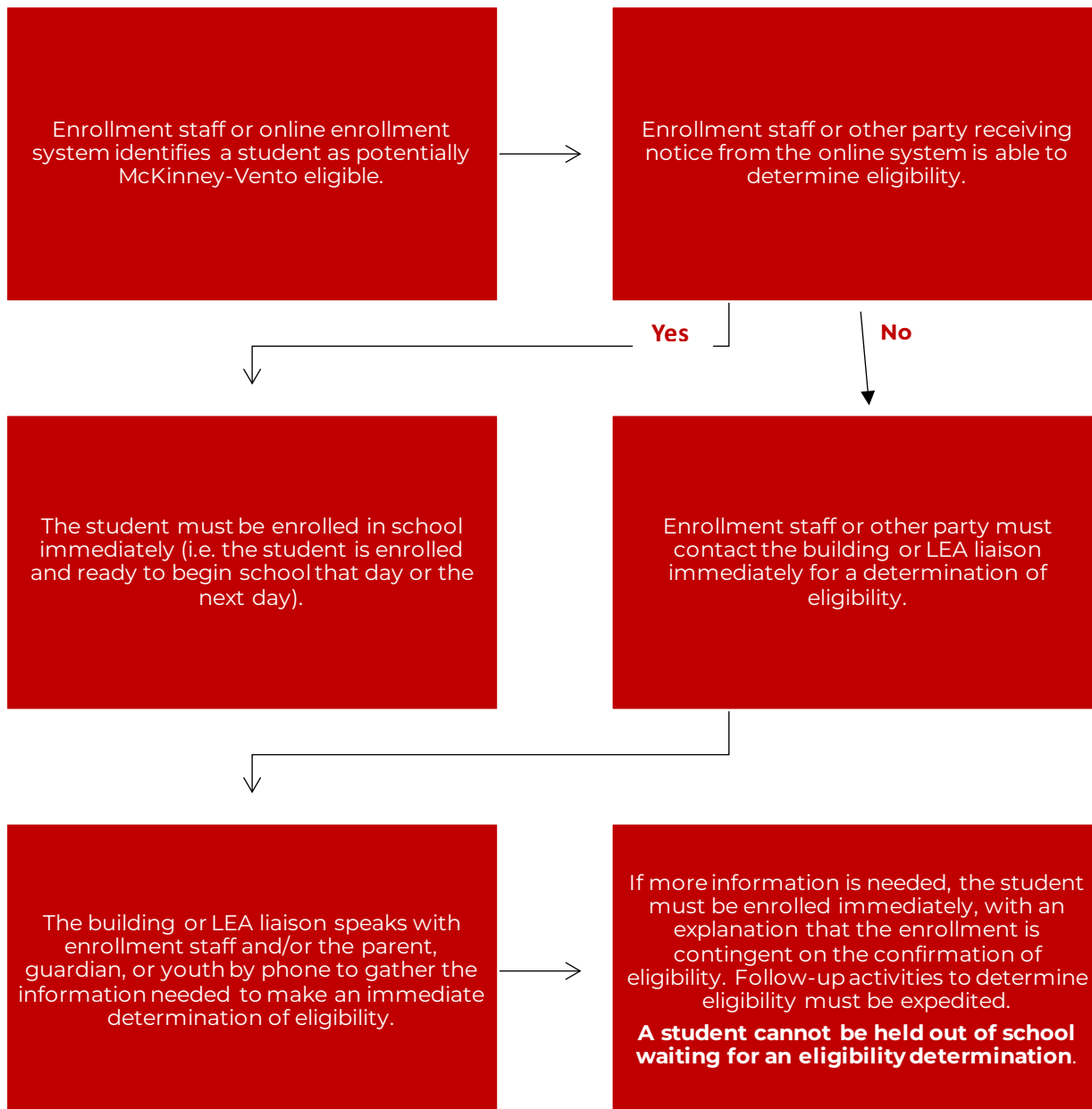
McKinney-Vento students must be attending classes and participating fully in school activities

immediately. The following process outlines guidelines for McKinney-Vento enrollments. A simplified flowchart that can be shared follows the written process.

1. Designated enrollment staff (registrar, secretary, etc.) or online enrollment system identifies a student as potentially McKinney-Vento eligible upon enrollment, through:
 - A housing/eligibility questionnaire
 - Gathering information from the parent/youth during enrollment
 - Parent, guardian, or youth self-identification
 - The online system flagging an enrollment as indicating potential homelessness or lacking proof of residency, guardianship, or other enrollment barrier
2. If enrollment staff or other person receiving notice from the online system is able to determine eligibility consistent with LEA policy regarding the role of enrollment staff, the student must be enrolled in school immediately (i.e. before the parent, guardian, or youth leaves the school, the student is enrolled and ready to begin school that day or the next day).
 - Eligibility determinations that are clear must not be delayed (for example, students staying in shelters, motels, cars, or unsheltered locations or clearly doubled-up due to loss of housing, economic hardship, or a similar reason). Providing training to enrollment staff and other school personnel, as required by law, helps streamline eligibility determinations.
3. If enrollment staff or other person receiving notice from the online system is unable to determine eligibility, they must contact the building or LEA liaison immediately (i.e. within minutes if the parent, guardian, or youth is attempting to enroll in person) for a determination of eligibility.
 - The building or LEA liaison should speak with enrollment staff and/or the parent, guardian, or youth immediately to gather the needed information to make an on-the-spot determination of eligibility.

- If the parent, guardian, or youth cannot be reached and more information is necessary, the LEA must document daily attempts to reach the parent, guardian, or youth.
- If a determination cannot be made via the immediate phone call because more information is needed, follow-up activities to determine eligibility must occur right away. **A student cannot be held out of school waiting for an eligibility determination.**

Simplified Flowchart



Local educational agencies (LEAs) must adopt policies and procedures to facilitate immediate enrollment, such as:

- Designating back-up staff to determine eligibility if the building or LEA liaison is not immediately available.
- Providing multiple options for families to complete any necessary documents **after** enrollment:
- Online
 - At an LEA central office
 - At any school building
 - Without requiring an appointment
 - Without requiring wet signatures
- Providing the parent, guardian, or youth with information about their right to remain in the school of origin and coordinating with the liaison from the school/LEA of origin if they wish to pursue that option.
- Working with parents, guardians, unaccompanied youth, and prior schools if school records are delayed:
 - Contacting prior schools by phone to determine if significant special education or related services are needed and to help place high school students in the appropriate credit-earning classes.
 - Avoiding multiple schedule changes.
- Implementing school procedures to welcome new students and facilitate their transition.
 - If delaying enrollment for a day for a smooth transition is in the student's best interest, ask the parent, guardian, or unaccompanied youth if that is acceptable.

More detailed information and legal citations can be found in MSDE's "[Ensuring Immediate Enrollment of McKinney-Vento Students](#)."