

A POLICY STATEMENT
OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

STUDENT ATTENDANCE

MISSION

Not only is daily attendance required by West Virginia State Law, it is essential for successful completion of each course of study. **The most common cause of academic failure is absence.** Because the Hancock County Board of Education and its employees expect students to succeed, we require students to attend school regularly and to be prompt in arriving for classes.

This mission also requires a creation of a safe environment that will be conducive for all students of Hancock County Schools. This environment will be committed to helping students develop the necessary responsibilities and self-discipline to be successful in today's world.

This policy as required by Hancock County Schools and West Virginia Department of Education reflects the input and review of the following groups and individuals:

- Hancock County School principals
- Hancock County School teachers (Elementary and Secondary)
- Hancock County School counselors (Elementary and Secondary)
- Hancock County Prosecuting Attorney
- Hancock County Probation Officer
- Hancock County School Improvement Council and Parents
- PTA Presidents and Parents of local schools

JE-1 DEFINITIONS

JE-1.1 ABSENCE

Not being physically present in the school facility for any reason. Absences resulting from the suspension of a student due to provisions in W. Va. Code §18A-5-1a (c) for which W.Va. Code provides that the pupil may be suspended shall be calculated in the school's/county's attendance rate. Under this section of W.Va. Code, a principal may suspend a student who has (1) threatened to injure, or in any manner injured, a pupil, teacher, administrator or other school personnel; (2) willfully disobeyed a teacher; (3) possessed alcohol in an educational facility, on school grounds, a school bus or any school-sponsored function; (4) used profane language directed at a school employee or a pupil; (5) intentionally defaced any school property; (6) participated in any physical altercation with another person while under the authority of school personnel; (7) habitually violated school rules or policies.

JE-1.2 ENROLLMENT

A student is officially enrolled when one of the following conditions occur:

- a. student was enrolled the previous year;
- b. student appears at school to enroll with or without a parent/guardian; or

- c. student and/or parent/guardian appear at school to enroll with or without records.
- d. Enrollment Count - A status count that reports the number of students on the attendance register as required by the West Virginia Department of Education.
- e. Membership Days - The days present plus the days absent.

JE-1.3 TRANSFER

A process by which a student ends enrollment or attendance in one location and begins enrollment or attendance in a second location (e.g., within a county, between counties, or out of state). This can be evidenced through a transcript request or other documentation that the student is continuing elementary or secondary education.

JE-1.4 DROPOUT

A dropout is an individual who:

- a. was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- b. was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- c. has not graduated from high school, obtained a GED diploma, or completed a state- or district-approved education program; and
- d. does not meet any of the following exclusionary conditions:
 - 1. transfer to another public school district, private school, registered home school, or state- or district-approved education program;
 - 2. temporary school-recognized absence due to suspension or illness; or
 - 3. death.
- e. Dropout Date - For students of ages 17 or older, the dropout date is defined as the school day after the student's last day of attendance.
- f. Procedures for dropping out-
 - 1. Must be seventeen (17) years of age with a parent's/guardian's signature;
 - 2. Must meet with the Drop- Out Prevention Committee at the school. The following individuals will comprise the committee: A Principal, Counselor, SAT Coordinator, Attendance Director, Student and Parent/Guardian.

Procedures for reporting dropouts to the West Virginia Department of Education:

- a. County will run the menu item WVS.725-Create Enrollment Race/Sex Summary Files.

b. Use Program WVS.730-Maintain Dropouts File-this allows adjustments for students who are no longer to be counted as dropouts. Those as defined by the WVDE that are not considered dropouts include:

1. Deceased
2. Returned/Transferred to public or non-public school
3. Received GED diploma
4. Transferred to in-state home instruction/home schooling

JE-1.5 APPEAL PROCESS

A parent / guardian may request a building level review of their child's attendance record at any time during the school year. If necessary, the county Attendance Director may act as a source of attendance information and / or as a mediator to any dispute in the attendance record.

JE-2 PROCEDURES REGARDING ABSENCES

To comply with state law (18-8-1 and 18-8-2), all schools must record excused and unexcused absences. For uniformity, the following procedures should be followed:

When a student is absent, it is the responsibility of the parent or legal guardian to inform the school by phone of the reason for the child's absence. If phone contact has not been made, upon returning to school, the student shall present a written note. If phone contact or note is not presented within three days, the absence shall remain unexcused. Principals may wave this requirement if circumstances warrant.

Students on Homebound instruction, Out-of-School Placement, Extended Hospital stays, and/or Alternative Education are not exempt from the Attendance Laws of the State of West Virginia.

Except in extenuating circumstances, the principal or designee shall contact the parent/guardian within two hours of the school's starting time to confirm a student absence. In extenuating circumstances the principal/designee will contact the parent/guardian as soon as feasible.

Participation in school functions (sporting events, dances, etc.) will be contingent upon proper attendance of school.

JE-3 EXCUSED ABSENCES

The following are legal, excused absences as approved by the Hancock County Board of Education:

- a. **Personal illness** (Verified by parents/guardians- **Limited to ten (10) days per school year**) When personal illness exceeds 10 days a SAT will convene if necessary. Parents will be notified of a pending SAT. (In the case of extenuating circumstances, the principal/designee may waive this guideline.)
- b. **Illness/injury of the student with a physician's written notification. If excessive, a SAT will be convened.**
- c. **Death in the family (As defined by State Attendance Code Interpretations).**
- d. **Religious holidays with verification.**

e Parent Request (Limited to five days for the school year and prior approval required).

f Chronically ill with proper documentation from physician.

Participation in school sponsored, board-sanctioned activities or attendance at a state tournament in which the school is participating is recorded with an X1 code (school approved curricular or extra-curricular activity). The absence is not included in the calculation of attendance rate.

Absences for all other reasons not stipulated in board policy will be considered unexcused.

The following represent the ABSENCE REASONS used in Hancock County Schools and as defined by the West Virginia Department of Education.

Codes	Description	Interpretation
B1 B2	Bus, Failure to Run	Failure of the bus to run in hazardous conditions
C1 C2	Calamity (Fire, Flood, etc)	Calamity such as Fire in the home, flood or other family emergency
C3 C4	Health Exclusion	Lice or other contagious parasite conditions
D1 D2	Death in Family	Death in family – family may be defined as mother, father, stepparent, brother, sister, grandmother, grandfather, uncle, aunt, brother-in-law, brother's child, sister-in-law, sister's child, student's child, or any person living in the same household
I5 I6	Illness Verified by Parent	Illness verified by parent or guardian in writing may set limits as to how many are allowed
L1	Leave of Educational Value ***Parent Request***	Leave of educational value may include: college visits, other sites of learning, family educational trips, 4-H educational activities, etc. These absences may require specific stipulations from the individual school or county.
L3 L4	Legal Obligation (w/verification)	Legal obligation that is verified, which may include court proceedings, court subpoenas or appointments required by the courts
M1 M2	Medical Appointment	Illness or injury of the student requiring physician's verification
X1 X2	School Approved Curricular/Extra-Curricular Activity	School, county or state approved curricular or extra-curricular activities
U1 U2	Unexcused	Any absence not meeting the excused absence reason codes
S1 S2	Out of School Suspension (Other than Safe Schools)	Any absence due to out of school suspension that is not a safe school violation
S3 S4	Suspension for Safe Schools Violation	Absences due to <u>safe school violations</u>
P3 P4	Pursuing Judicial Remedies	Absences after the attendance director has pursued judicial remedies
TE	Excused	Student was tardy for school or class and it was excused.
TU EE EU	Unexcused Early Dismissal Excused Early Dismissal Unexcused	Student was tardy for school or class and it was unexcused.

M5	Chronically Ill	documented and verified by treating physician at the start of each semester
M6		

For statistical purposes, attendance will be reported and aggregated to the nearest half day according to the following definitions:

Full-day attendance is being present at least .74 of the school day.

Half-day attendance is being present at least .26 of the school day.

JE-4 LATE ARRIVALS/EARLY DISMISSALS

Reasons must be provided, verified, and recorded as excused or unexcused. If a student is not present for one half of a class period, he/she will be considered absent for that class.

JE-4.1 LATE ARRIVALS

Monthly Newsletters, Attendance Director's classroom visits, proactive parent letters, and school based prevention activities will consistently address the issues of arriving late to school. Each school is responsible for the implementation of these activities.

A student arriving late must first report to the office and provide an explanation. The excuse must be verified by phone contact with parent or written note.

Tardy Policy to School

Level 1 – Student/Parent Notification - Parents will be notified by letter at 3 to 5 tardies. Letter will include expected time schedule to be followed. **This is at the school level.**

Level 2 - Attendance Director Notification - Parents will be notified by letter at 6-9 tardies. Letter will include consequences of continued tardiness.

Level 3 - Agency Notification - After 10 tardies, parents will be referred to one or more of the following agencies:

Juvenile Mediation

Juvenile Probation Office

DHHR - Department of Health and Human Resources

High School Only-Loss of Driving Privileges to school.

SAT meeting can convene if deemed appropriate.

If a student has a parking permit to park on campus, it shall be revoked after ten (10) tardies.

According to State Attendance Policy 6.1.2.g students cannot be suspended solely for failure to attend or being tardy for a class.

JE-4.2 EARLY DISMISSALS

Students will not be dismissed from school unless the parent or guardian, or individual designated by the parent or guardian comes to the school office and signs a release form. **Age of student is not an exception.**

In an extreme emergency, the principal may release the child to another party, but that individual must meet the student at the office and sign the release form. **(Written permission from the parent/guardian must be presented at the time of release.)**

JE-5 HOMEBOUND INSTRUCTION

Homebound instruction is provided for students unable to attend school because of physical or emotional needs. Hancock County Schools believe that the best place for an education is in the school. Homebound instruction is provided only when accommodations cannot be made by providing a reduced day schedule and/or modifications in the classrooms. The Homebound instruction can be administered in the hospital, home, or a central location agreed upon by the parents, doctor(s), and school administration.

A licensed physician may recommend a student for homebound services if the diagnosis is such that a student is unable to participate in a regular school setting. The physician must be aware that homebound instruction is not equal to instruction in the school and is provided to help keep a student abreast of their studies until their return to school.

JE-6 ATTENDANCE and CLASSROOM PERFORMANCE

Excessive absence of students may limit academic progress. Data supports that poor classroom attendance leads to poor classroom performance. Upon recommendation of the teacher, a student who is persistently absent and who is academically behind will be referred to the Student Assistance Team. Both classroom performance and attendance history will be used in the discussions and determinations of a Plan of Action. (State Board Policy 2510 prohibits retention based solely on attendance.) **Each school shall have at least one designated SAT Coordinator.**

JE-7 RESPONSIBILITIES FOR ATTENDANCE

JE-7.1 Attendance Director

The Attendance Director shall be responsible for coordinating the entire county attendance program and the provisions contained in this policy and state law. Schools may set up a program of incentives and sanctions to encourage responsible attendance. Incentives could include and not limited to: a letter from the building administrator for perfect attendance, attendance commendation certificates, school recognition for perfect attendance each marking period, end of the year ceremony for students with perfect attendance, consideration of students with good attendance for special privileges and activities that are unavailable to all students. In addition to the procedures regarding course credit and promotion outlined above, the Attendance Director by law shall receive referrals from school principals regarding attendance problems and shall provide the following appropriate follow-up activity.

According to West Virginia school law (18-8-4) in the case of **five (5) total unexcused absences of a student during a school year**, the Attendance Director shall serve written notice to the parent, guardian or custodian, of such child that the attendance of such child at school is required and that within ten days of receipt of the notice the parent, guardian or custodian, accompanied by the child, shall report in person to the school the child

attends for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences of the child; and if the parent, guardian or custodian does not comply with the provisions of this article, then the Attendance Director shall make complaint against the parent, guardian, or custodian before a magistrate of the county.

The Attendance Director shall file with the county Superintendent and county Board of Education, at the close of each month, a report showing activities of the school attendance office and the status of attendance in the county at the time. (WV Code 18-8-4)

School Attendance As a Condition of Licensing for Privilege of Operation Of Motor Vehicle:

Students enrolled and making satisfactory progress in a course leading to a diploma or general educational development certificate (GED) are eligible for a Driver Eligibility Form and / or reinstatement of driver's license.

The following criteria will be used in determining the issuance of the driver eligibility form to students:

- a. **Student is enrolled and attending school;**
- b. **Student is making satisfactory academic progress;**
- c. **Days Suspended will count as unexcused in determining the issuance of the driver eligibility form to students.**

JE-7.1b Unexcused Absence Procedures

Procedure for 3-5 Unexcused Absences

- **Principal shall send the first notice of unexcused absences to the parent/guardian.**
- Parent may contact school or attendance office for any appeal or clarifications of attendance history.

Procedures for 5 unexcused days:

Referral will be made to one or more of the following*:

- Attendance Director Conference (CA-2)
- Juvenile Mediation
- Pre-Petition to DHHR
- Magistrate Court (Parents)
- Truancy Petition (Student)
- Cases of lice- Student will be granted three days after which time, the student must present to the school every day to be checked, otherwise the absence will be unexcused.

*Level of intervention will be determined by past history of attendance.

JE-7.1.c HOMELESS CHILDREN AND YOUTH

The attendance director shall serve as the liaison for homeless children and youth as defined in W.Va. Code §18-8-4. As defined in H. R. 1 (No Child Left Behind), as the liaison for homeless children and youth, the attendance director is required to:

- (1) Ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services.
- (2) Ensure that parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
- (3) Ensure that parents or guardians are informed of, and assisted in accessing, all transportation services for their children, including to the school of origin.
- (4) Help unaccompanied youth choose and enroll in a school, after considering the youth's wishes, and provide the youth with notice of his or her right to appeal the school district's decision.
- (5) Immediately assist in obtaining immunizations or record of immunizations or other medical records for those students who do not have them, and assure that students are enrolled in school while the records are being obtained.
- (6) Ensure that parents or guardians are aware of the dispute resolution procedure.

JE-7.2 PRINCIPALS

Principals or designated assistant principals shall be responsible for coordinating school attendance, which includes the collection of accurate, up-to-date records of daily school and class attendance. Designee is also responsible of making appropriate referrals to the County Attendance Director. Each school will be responsible for providing incentives for daily school attendance. Each school shall provide parents and students with written statements regarding attendance procedures. In addition, the Hancock County School Attendance Policy can be found in the student's Handbook that is provided to each student at the beginning of the school year. If lost, a copy of the policy will be provided as needed.

Principals shall be responsible for sending letters to parents notifying them of excessive absences. Parents then have the right to appeal any discrepancies they may see in the letter concerning the number of absences.

JE-7.3 TEACHERS

Teachers are expected to promote excellent attendance and to follow all provisions outlined in this policy. Teachers are expected to keep up-to-date, accurate attendance records for each of their classes, recording tardies, absences, and school related absences.

JE-8 MAKE-UP WORK

All students will have the opportunity to make up work. The following provisions shall be made in all schools:

- a. It is the responsibility of the student upon returning to school to contact the teacher for make-up work and to complete all work within the time period allotted.

For absences anticipated to extend beyond two days, parents may notify the school & request make-up work. The school shall provide the make-up work within 24 hours.

- b. It is the responsibility of each teacher to provide make-up work and to inform students of the procedures to be followed in obtaining and completing work.
- c. A student shall be given the number of days missed to complete all make-up work. (Example: A student that misses 2 days of school will be given 2 days to complete make-up work.) **5 days will be the maximum number of days allowed to complete make-up work. An extension will not be granted if additional days are missed within the time period allotted.**
- d. If a student arrives late to school, he/she is responsible for contacting the teacher that day to take any test scheduled or submit any work due that day.
- e. Failure of the student to contact the teacher or make up the work within the time allotted will result in a "0" grade for work not completed.
- f. A teacher should use professional judgment in granting exceptions to these rules if he/she determines a student's special individual needs warrant considerations.

JE-9 EXCEPTIONS TO FULL DAY INSTRUCTION

All Hancock County students are required to complete a planned education program of studies (Career Majors) for graduation. The program of studies (Career Major) enables students to prepare for a career with a technical high school certificate, advanced post secondary training in a technical field, or a four-year professional degree at a college or university.

Attendance for all four years during grades 9-12 is important to attain full benefit from the educational programs offered in Hancock County. All students are scheduled for the full instructional day for all four years.

A twelfth grade student attaining his/her program of studies (Career Major) maintaining a 2.0 average in both core classes and career major classes and with the approval of his/her parent or guardian may apply for short day scheduling if the student is:

- A) Engaged in post secondary study at an approved institution. The student must show verification of enrollment and time schedule of classes.
- B) Engages in the fulfillment of spousal duties as either the husband or wife in a legal marriage.
- C) Actively participating in child-rearing activity as the father or mother of such child.
- D) Become regularly employed as a full or part-time employee, or engage in the operation of a business venture or entrepreneurial enterprise.
- E) Participate in some activity or course of conduct which will, or is calculated to enhance the attainment of the student's personal career goals.

*** For rare extenuating circumstances, the Superintendent may use his/her discretion to recommend a student for short-day status not meeting all of the qualifications of this policy.**

Students applying for short day must first meet with his/her high school guidance counselor to ascertain program of study (Career Major) completion. The student must complete an application and return completed application to the guidance counselor. Parent or guardian must sign application form in the presence of the high school guidance counselor. The principal will sign the application verifying that the student is eligible, that the information is accurate and the application is complete. The principal will forward the application to the

Superintendent or designee, for board approval. Application will be reviewed only during the first two board meetings of each semester.

JE-10 ANNUAL REVIEW / EVALUATION / WVDE Revision Approval

- A) Attendance Director and School Attendance Designees shall conduct a review of Attendance at the conclusion of each NINE WEEK grading period.
- B) Attendance Director and School Attendance Designees shall conduct an end of year review of Attendance and Policy to determine effectiveness and shall report to the Hancock County School Board in a regular meeting during the month of June.
- C) Each revision to the county attendance policy must be approved by the West Virginia Department of Education.

MANDATORY ATTENDANCE STANDARDS as an ADMINISTRATIVE GUIDELINES for the ENFORCEMENT of current ATTENDANCE POLICY

In accordance with this Guideline, the following definitions apply to UNEXCUSED ABSENCES:

1. **Habitual Truant** is defined as a student accumulating FIVE (5) to TEN (10) unexcused absences in one school year.
2. **Chronic Truant** is defined as a student accumulating more that TEN (10) unexcused absences in one school year.

Any student in violation of the above truancy standards will be Referred to Juvenile Mediation, DHHR (Pre-Petition) or Summoned to Magistrate and/or Juvenile Court. There are students whose attendance may be irregular but they are still able to score satisfactorily on quizzes and tests. However, such students fail to experience the interaction necessary to grasp the complete concepts of materials presented during daily class and they risk developing poor attendance habits that may be detrimental as the student prepares for the world of work. Thus, the following attendance standards shall also apply:

Secondary Schools (Grades 9-12)

- A. Ten (10) days will be the total maximum days absent allowable per semester without intervention.
- B. Students absent over the limit set forth above will be referred to the Student Assistance Team (SAT). The SAT will discuss student ACADEMIC and ATTENDANCE issues. As a result of the SAT students must attend restitution in order to meet minimum contact hours. Such make-up sessions will be held after the regular school day and/or Saturday and must be arranged with the building principal. Failure to make arrangements for restitution will result in a referral to Juvenile Mediation/Juvenile Court/Magistrate Court.

Secondary Schools (Grades 9-12)

- A. Any student who exceeds the maximum allowable days in two consecutive semesters will not be permitted to make up time without formal intervention.

- B. For an absence to be considered **MEDICALLY EXCUSED**, the parent or guardian must provide the school a written notification from a doctor stating the child was unable to attend school due to their medical condition. This must be written on the doctor's letterhead or prescription form.
- C. If restitution or remedy is necessary, the student's grade will be incomplete until the restitution or remedy is completed. Restitution will be completed to the satisfaction of the school administration.

SAT Conference Process

- A. Student / Parent/ Teacher(s) Conference (SAT)
- B. Discussion of Academic and Attendance Issues (Tardy problems).
- C. Medical documentation.
- D. Amount of Restitution Time to be completed.
- E. Schedule of Restitution Time.
- F. Further Interventions if necessary.

FINAL EXAMS

To prepare high school students for future educational goals, it is highly recommended that they take final exams.

As an **INCENTIVE** for excellent attendance, high school students, who have two (2) absences or fewer; will have the option of taking final exams. Any final exam taken as an option will not negatively affect the final grade in the class. With **WRITTEN PARENTAL PERMISSION**, the principal may excuse qualifying students from taking final exams.

Students who miss more than two (2) days in a semester will be required to take a comprehensive final exam of material covered in that semester, which will count as 15% of the final grade. For the purpose of determining who is required to take the final, **three (3) tardies in any class will count as one (1) absence in that class.**

Other than school-related activities, late or non-running busses, and death in the immediate family (refer to JE – 3 b), no other excuse, excused or unexcused, will be accepted for determining which students are required to take the final exams.

Dispute Resolution Process

Below are five components for resolving disputes regarding school selection and enrollment for homeless children and youth:

- If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute (PL 107-110, Section 722(g)(3)(iv)). Enrollment is defined as "attending classes and participating fully in school activities".
- The school must refer the student, parent or guardian to the LEA's homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure that the dispute resolution process is also followed for unaccompanied youth.
- A written explanation of the school's decision regarding school selection or enrollment must be provided if a parent, or unaccompanied youth disputes such a school selection or enrollment decision, including the right to appeal (PL 107-110, 722(g)(3)(ii). The written explanation shall be complete, as brief as possible, simply stated and provided in a language that the parent, guardian or unaccompanied youth can understand.

- If the dispute remains unresolved at the district level or is appealed, then the district homeless liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education (BOE). The BOE's homeless liaison will review these materials and determine the school selection or enrollment decision with five (5) working days of receipt of the materials. The BOE homeless liaison will notify the LEA and parent of the decision.
- If the dispute remains unresolved or is appealed, the BOE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon review of the LEA, BOE and parent information, the WVDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials. You may reach the State Homeless Coordinator, Rebecca Derenge, by phone at 304-558-883 X 53201 or by email at rederenge@access.k12.wv.us

School districts must enroll students experiencing homelessness immediately. If, after enrollment, it is determined that a student is not homeless as defined in the law, school districts should follow the policies that are in place to address other forms of fraud. Written notice should be given to the parent, guardian or youth including his or her right to appeal the decision.

Revision Dates: February 25, 2001; March 6, 2001; March 23, 2001; February 28, 2003; March 30; April 22, 2003; April 25, 2003, May 20, 2003; May 27, 2005, January 28, 2013

State Review Dates: March 23, 2001; March 26, 2001; March 25, 2003; April 8, 2003; May 21, 2003; June 4, 2003-Approved

Hancock County Schools

Determining Feasibility for Placement in the School of Origin

Date: _____

School(s) and County(ies) or

State(s):

Please provide the following information for the previous schools the child attended, listing the most recent school first.

<u>Dates of Attendance</u>	<u>School Name</u>	<u>Living Arrangement at the time</u>

1. Are the school of origin and the school of residency in the same or different public school divisions?
2. What is the child's desire concerning the school of his/her best interest?
3. What is the opinion of the parent or caregiver concerning the child's school of best interest?
4. What is the distance and time spent on travel from the current residence to the school of origin?

5. *If transportation is not currently available back to the school of origin, how can it be arranged?*
6. *What time of year is it (near the end of the school year, the summer)?*
7. *How long did the child attend the school of origin? Were meaningful social and educational relationships established?*
8. *Are there specified people in the school of origin who have been providing support of assistance to the family or child experiencing homelessness?*
9. *Are there special programs such as gifted, bilingual, or remedial education in which the child has been participating at the school of origin?*

If yes, please name.

Are they available at the school of residency?

10. *Based on the knowledge of the family situation, how long is it likely that the family will remain at the current residence?*
11. *What is the likelihood that the family experiencing homelessness will once again establish residency in the attendance area of the school of origin?*

Recommendation:

Hancock County Schools

Affidavit for Missing Enrollment Documentation

State: _____

County: _____ School: _____

Being first duly sworn upon oath or affirmation, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the _____ (School/County) concerning a pupil's missing enrollment documentation for the following:

- _____ Proof of Residency
- _____ Proof of Guardianship
- _____ Proof of Identity
- _____ Birth Certificate
- _____ Immunization Record
- _____ School Physical/Health Record
- _____ School Record

In accordance with the requirement of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, (P.L. 107-110) for states and localities to address barriers to the enrollment of students meeting the definition of homelessness.

1. What is your name? _____

Please have individual initial below after each statement.

- 2. Have you been advised by an official of the county/school, and do you understand that you are required to answer the questions contained in this Affidavit as a condition to the enrollment and admission of a pupil into the county/school because of an inability to supply the county/school with the necessary enrollment documentation checked earlier on the this Affidavit? _____
- 3. Do you understand that giving a false or otherwise untrue answer to any of the questions in this Affidavit could result in a criminal charge of false swearing being brought against you? _____
- 4. Do you understand that when a question in the Affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any knowledge you may have about the incident, whether it be personal knowledge or information received from other people, and to relate the source of your knowledge and information? _____
- 5. What is the full name of the pupil you wish to enroll in this county/school? _____
- 6. What is the age, date and place of birth of the pupil being enrolled in this county/school? _____

7. Who are the parents, parents by legal adoption, legal guardians or persons having legal custody of the pupil desired to be enrolled?

8. Where are you currently staying?

9. Do you have legal custody imposed by a court order or have you been designated court appointed guardian for the pupil desired to be enrolled?

What court entered such order and what type of case was it (i.e., custody hearing, etc)?

10. Why are you unable to present a copy of documentation for the items check on page 1 for the student that you are enrolling?

11. To the best of your knowledge has this pupil ever been reported to any law enforcement agency as a missing child?

If the response to question #11 is yes, identify by name and address the law enforcement agency and date of report.

12. Is this Affidavit being used to enroll a pupil who is missing a/an immunization records, health records, school records or proof of identity?

If the response to question #12 is yes, give the following information:

*For missing immunization or health records, do you understand that you will still need to take the pupil to get the necessary medical documentation or immunizations and documentation and give a copy to the school?

*For missing school records, what was the name and location of the last school the student attended?

AFFIANT

Subscribed and sworn to before me this _____ day of _____

My commission expires: _____

(Seal)

Hancock County Schools

Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions:

Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor name below.

1. Name of the Minor: _____
2. Minor's Date of Birth: _____
3. My Name (adult giving authorization): _____
4. My Home Address: _____
5. Check one or both (for example, if one parent was advised and the other could not be located):
_____ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection
_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.
6. My Date of Birth: _____
7. My State Driver's License or Identification Card Number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature _____ Date _____