

Student Residency Questionnaire

The information on this form is required to meet the law known as the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as Title X, Part C, of the No Child Left Behind Act. The answers you give will help the school determine the services the student may be eligible to receive.

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

Name of Student: _____ Gender: Male Female
Last First Middle

Birth Date: _____ / _____ / _____ Grade: _____
Month / Day / Year (student identification number)

Check the box that best describes with whom the student resides. (**Please note:** legal guardianship may be granted only by a court; students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.)

- Parent(s)
- Legal Guardians(s)
- Caregiver(s) who are not legal guardian(s) (Examples: friends, relatives, parents of friends, etc.)
- Other _____

Name of person with whom student resides: _____

Address: _____

City: _____ ZIP: _____

Home Phone #: _____ Cell Phone #: _____ Other Emergency #: _____

Length of Time at Present Address: _____

Length of Time at Previous Address: _____

Name of the school where student is enrolled or in which student is attempting to enroll: _____

Last District Attended: _____ Last School Attended: _____

Please check only one box that best describes where the student is presently living:

- In my own home or apartment, in Section 8 housing, or in military housing with parent(s), legal guardian(s), or caregiver(s) (if you checked this box, check one or both of the boxes below, if applicable:) (CODE=N)
 - My home has no electricity (CODE=U)
 - My home has no running water (CODE=U)
- In the home of a friend or relative because I lost my housing (examples: fire, flood, lost job, divorce, domestic violence, kicked out by parents, parent in military and was deployed, parent(s) in jail, etc.) (CODE=D)
- In a shelter because I do not have permanent housing (examples: living in a family shelter, domestic violence shelter, children/youth shelter, FEMA housing) (CODE=S)

- In transitional housing (*housing that is available for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, or another organization*) (CODE=S)
- In a hotel or motel (*examples: because of economic hardship, eviction, cannot get deposits for permanent home, flood, fire, hurricane, etc.*) (CODE=HM)
- In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or other unsheltered location (CODE=U)
- None of the above describe my present living situation *Briefly describe your situation:* _____

Factors contributing to the student's current living situation (check all that apply):

- Natural disaster
 - Tornado, storm, flood, etc.
 - Hurricane, name: _____
 - Fire: prairie, forest, grass, lightning strike, etc.
- Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- Home issues such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- Military: Parent/guardian deployed, injured or killed in action
- Incarceration of parent/guardian
- Incapacitation of parent or guardian due to health, mental health, drugs/alcohol, or other factors
- Home fire not due to natural causes (*i.e., faulty equipment/appliances/wiring, furnace, stove, fireplace, etc.*)
- Economic hardship:
 - Loss of job resulting in inability to pay rent or mortgage
 - Income from part-time or low paying job does not cover cost of housing in the area
 - Loss of mortgage, including loss of mortgage of landlord if student/student's family is renting
 - Eviction record and/or inability to produce deposits for rent or utilities
- High medical bills that leave little or no money for housing
- Lack of affordable housing in the area
- Minor student unable to afford housing on my own
- None of the above describe the main reasons for my present living situation *Briefly explain the contributing factors:* _____

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade Level	School	District

Signatur of Parent/Legal Guardian/Caregiver/Unaccompanied Student

Date

To Be Completed By the Campus: Services Requested: ___ School Supplies ___ Clothing ___ School Meals ___ Medical
 For Medical Request Specify Need: _____

Campus Liaison-Signature: _____

Date: _____

Please FAX a copy to the District Homeless Liaison at the ESC--972-941-9757, Liz Garrett

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature _____

Date _____

- En una habitación de transición (*vivienda proveída solamente por un periodo de tiempo específico, pagada parcialmente o de manera completa por una iglesia u otra organización de asistencia al público*) (CODE=S)
- En un hotel o motel (*por ejemplo: a causa de problemas económicos, desalojo, no puede obtener depósitos requeridos para instalarse en un apartamento o casa, inundación, incendio, huracán, etc.*) (CODE – HM)
- En una tienda de campaña, auto o camioneta, edificio abandonado, en la calle, en un parque de campamento, en un parque público, o en cualquier lugar que normalmente no se considera una habitación (CODE – U)
- Ninguno de los anteriores describe el tipo de vivienda donde resido **Describe su situación:** _____

Factores que han contribuido al estado actual de vivienda del estudiante:

- Desastre natural
 - Tornado
 - Huracán y el nombre del mismo: _____
 - Incendio: llanura, bosque, relámpago, etc.
- Asuntos familiares debido al divorcio, violencia doméstica, el estudiante fue echado de la casa por sus padres o salió voluntariamente de la casa por conflictos familiares, etc.
- Cuestiones del hogar, como falta de electricidad, agua, calefacción, falta de reparación de la casa por falta de dinero, atestado por muchas personas en la casa, moho, etc.
- Asuntos militares: Padre(s) o guardián(es) mandados al servicio activo fuera de su región o del país, heridos o matados en acción militar
- Encarcelación de padre(s) o guardián(es)
- Incapacidad de padres o guardianes por asuntos de salud física o mental, adicción al alcohol/drogas u otros factores
- Incendio de casa por razones no naturales: equipo que falla, aparatos eléctricos, sistemas de calefacción, estufa que falla, etc.
- Dificultades económicas:
 - Pérdida de trabajo que resulta en no poder pagar la renta, etc.
 - Ingresos por trabajo temporal o mal remunerado que no cubre las necesidades básicas
 - Pérdida de la hipoteca de la familia o del dueño de la casa, si alquila la familia
 - Récord de desalojo por falta de dinero necesario para pagar depósitos y otros servicios
- Gastos médicos tan altos que no deja dinero para rentas, etc.
- Falta de viviendas con precios razonables en el área
- Estudiante menor de edad que no puede pagar su propia renta
- Ninguno de estos describen las razones de mi vivienda actual **Describe brevemente la situación:** _____

Por favor proporcione la siguiente información para los hermanos y hermanas de edad escolar del estudiante:

Nombre	Grado Escolar	Escuela	Distrito Escolar

Firma del Padre/Guardián/Proveedor de Cuidado/ o Estudiante – *si no acompañado*

Fecha

To Be Completed By the Campus: Services Requested: __ School Supplies __ Clothing __ School Meals __ Medical

For Medical Request Specify Need: _____

Campus Liaison-Signature: _____

Date: _____

Please FAX a copy to the District Homeless Liaison at the ESC--972-941-9757, Liz Garrett

Por la presente certifico que el estudiante mencionado en este formulario califica para el Programa de Nutrición en la escuela bajo los requisitos del Acta McKinney-Vento.

Firma del oficial autorizado _____

Fecha _____

A School District's Guide to the Student Residency Questionnaire

Beginning in the 2007-08 school year, all school districts in Texas were required to report numbers of students in homeless situations by grade level and by primary nighttime residence to the Texas Education Agency (TEA) through the Agency's NCLB eGrants system. To assure data are reported accurately to the greatest extent possible, the Texas Homeless Education Office (THEO) has prepared a Student Residency Questionnaire (SRQ) that districts may administer to students to obtain the required information, as well as other information that will assist the district in providing services to students identified as homeless. *Please see instructions below that provide guidance for submitting the correct data to TEA through eGrants. Every district has its own method for gathering and reporting data internally; please consult your Federal programs director for additional direction on procedures your district uses.* The Texas Homeless Education Office provides training at no cost to districts, service providers, and other entities regarding the identification, enrollment, and academic success of students in homeless situations. To arrange a professional development session, please call 1-800-446-3142.

The SRQ is not required by TEA, and districts are free to develop other methods to collect the data that must be submitted to TEA. However, this sample SRQ has been developed as a collaborative effort by many school districts and service centers over the past several years and has proven to be effective. The Texas Homeless Education Office recommends that districts use the sample form as a starting point from which to develop their own SRQs if this form does not meet all their needs. Regardless of the method used to collect the information, districts must submit the required information to TEA.

This document is a companion piece to the SRQ and offers instructions for completing the form.

Districts may include the following statement on the SRQ describing the consequences that may arise if the person completing the form presents false information about the student's living situation; this may reduce the number of SRQs that include inaccurate information:

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

The following questions are to be answered for each student attempting to enroll in school and are self-explanatory:

Name of Student: _____ Gender: Male Female
 Last First Middle

Birth Date: _____ / _____ / _____ Grade: _____ Social Security #: _____
 Month / Day / Year (or student identification number)

The following section of the form is intended to determine with whom and where the student resides. Students may reside with someone other than a parent or legal guardian and retain their right to attend school. School districts cannot require caregivers to obtain legal guardianship of students.

Check the box that best describes with whom the student resides. (Please note: legal guardianship may be granted only by a court; students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.):

- Parent(s)
- Legal Guardians(s)
- Caregiver(s) who are not legal guardian(s) (Examples: friends, relatives, parents of friends, etc.)
- Other _____

Name of person with whom student resides: _____

Address: _____

City: _____ ZIP: _____

Home Phone #: _____ Cell Phone #: _____ Other Emergency #: _____

Length of Time at Present Address: _____

Length of Time at Previous Address: _____

Name school where student is enrolled or in which student is attempting to enroll: _____

Last District Attended: _____ Last School Attended: _____

The No Child Left Behind Act stipulates that the homeless education liaison makes the determination of the student's homeless status. To facilitate that determination, the list below describes nearly all situations in which students may possibly live. Although this form is comprehensive and will assist districts in identifying most students living in homeless situations, in certain cases districts may find it necessary to ask additional questions or investigate living arrangements more thoroughly.

If the student checks the first box and does not check one or both of the boxes immediately below the first box, it is most likely that the student is **NOT** considered homeless; however, follow-up questions are helpful as unaccompanied students may not understand their rights, be afraid to divulge information, or fear unwanted scrutiny.

If one or both of the boxes immediately below the first box is (are) checked, then the homeless liaison will have to probe a bit deeper to determine if the student is living in inadequate housing and, thus, homeless.

If the student checks any of the remaining boxes, it is quite likely that the student **IS** considered homeless.

Regardless of the box the student checks, districts are encouraged to have a brief conversation with the student and/or parent/caregiver to learn more about the living situation. Information gleaned from this conversation may be used to assist district staff in determining types of assistance the student may need and for which the student is eligible to receive.

If a student appears to be in a homeless situation, the district must enroll the student immediately, even if records are not available. Once the student is enrolled, the district may discreetly collect additional information to determine if the student is living in the homeless situation indicated on the SRQ.

If it is later determined that the student is not in a homeless situation and therefore is not entitled to enrollment at the school the student is attending, then the district must inform the unaccompanied student or parent/legal guardian/caregiver in writing that the student is not eligible for enrollment at that school. The letter must further state that the student may appeal the decision and fully describe the appeal process. If the student elects to appeal the decision, then the student must remain enrolled in the school until the final appeal is exhausted and the enrollment dispute is resolved. The homeless liaison must assist students and families with the appeal process.

If a district has questions or concerns about a student's living situation and/or the dispute resolution process, please contact the Texas Homeless Education Office at 1-800-446-3142.

Districts are required to submit data about homeless students to TEA through the eGrants system. For every homeless student who has been enrolled in a district at any point in the school year, the district must report the grade level (PK through 12) and primary nighttime residence at the time of identification. There are only four categories of primary nighttime residence for homeless students: Shelters, Doubled-Up, Unsheltered, and Hotels/Motels; **there are no options for indicating a primary nighttime residence as "unknown" or "N/A."** These data are reported to TEA via eGrants in the aggregate for the entire year. Districts must submit aggregate data for homeless students in grades PK through 12 by primary nighttime residence and grade level.

Each living situation on the SRQ is coded in order to identify the appropriate nighttime residence category on the eGrant report. In order to reduce confusion, the categories do not appear on the SRQ itself.

CODE: **N = Not Homeless**
 S = Shelters
 D = Doubled-Up
 U = Unsheltered
 HM = Hotels/Motels

Please record the primary nighttime residences of students using the guidance below:

- Record the student as **Not Homeless** if the following box is checked but neither of the sub boxes were checked (*further investigation may be necessary to make a final determination*):
 - In my own home or apartment, in Section 8 housing, or in military housing with parent(s), legal guardian(s), or caregiver(s). (CODE=N)*
- Record the student as **Unsheltered** if one or both of the boxes below are checked [further investigation may be necessary to make a final determination]:
 - My home has no electricity (CODE=U)*
 - My home has no running water (CODE=U)*
- Record the student as **Doubled-Up** if the following box is checked:
 - In the home of a friend or relative because I lost my housing (examples: fire, flood, lost job, divorce, domestic violence, kicked out by parents, parent in military and was shipped out, parent(s) in jail, etc.) (CODE=D)*
- Record the student as living in a **Shelter** if one of the following boxes is checked:
 - In a shelter because I do not have permanent housing (examples: living in a family shelter, domestic violence shelter, youth shelter, FEMA housing) (CODE=S)*
 - In transitional housing (housing that is available for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, or another organization) (CODE=S)*
- Record the student as living in a **Hotel/Motel** if the following box is checked:
 - In a hotel or motel (examples: because of economic hardship, eviction, cannot get deposits for permanent home, flood, fire, hurricane, etc) (CODE=HM)*
- Record the student as **Unsheltered** if the following box is checked:
 - In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or other unsheltered location (CODE=U)*
- If the following box is checked, use all available information to determine which of the four categories above best fits the living situation the student describes below; it is likely that this box will be rarely used.
 - None of the above describe my present living situation Briefly explain your situation: _____*

The following section of the form is intended to assist districts in identifying factors that have contributed to the student’s present living situation. In recent years, the Federal government has provided financial assistance to school districts based on numbers of students affected by natural disasters and economic crisis. Many districts did not apply for these available funds because the districts did not have the documentation required for application. Although it is not known for certain if funds will be available in the future for these or similar reasons, it is likely they will. Should such funds become available, the following information may be useful to districts that wish to apply for such funds:

Factors contributing to the student’s current living situation (check all that apply):

- Natural disaster
 - Tornado, storm, flood, etc.
 - Hurricane, name: _____
 - Fire: prairie, forest, grass, lightning strike, etc.
- Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- Home issues such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- Military: Parent/guardian shipped out, injured or killed in action
- Incapacitation of parent or guardian due to health, mental health, drug/alcohol, incarceration, or other factors
- Home fire not due to natural causes, i.e., faulty equipment, appliances or wiring, furnace, stove, fireplace, etc.
- Economic hardship:
 - Loss of job resulting in inability to pay rent or mortgage
 - Income from part-time or low paying job does not cover cost of housing in the area
 - Loss of mortgage, including loss of mortgage of landlord if student/student’s family is renting
 - Eviction record and/or inability to produce deposits for rent or utilities
 - High medical bills that leave little or no money for housing
- Lack of affordable housing in the area
- Minor student unable to afford housing on my own
- None of the above describe the main reasons for my present living situation Briefly explain the contributing factors: _____

The following section of the form is intended to assist districts in identifying other students who may meet the homeless definition. While optional, many districts find this to be useful information.

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade Level	School	District

The parent/legal guardian/caregiver/unaccompanied student must sign and date the form using the signature block below.

_____ *Signature of Parent/Legal Guardian/Caregiver/Unaccompanied Student* _____ *Date*

Campus Liaison-Signature: _____ Date: _____

The following section is for school use only and satisfies requirements that the homeless liaison may certify that the student is eligible for free school meals under regulations issued by the No Child Left Behind Act and the Child Nutrition Program. All students who meet the homeless definition are eligible for free school meals.

For School Use Only
I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature *Date*