



2013-14 STUDENT REFERRAL FORM

Please fill out **ONE REFERRAL FORM PER STUDENT** and fax to (734) 994-8159.

Date: _____ **Referral Contact & Agency:** _____ **Referral Phone:** _____

Student's Name	Gender	DOB	Grade	Special Education/ IEP	School Where Currently Enrolled	Date Started School	Participating In:
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs evaluation			<input type="checkbox"/> Vocational <input type="checkbox"/> Tutoring <input type="checkbox"/> English Language Learner

Is the student living with parent/guardian? Yes No **Total # of Children in Household:** _____
If yes, parent/guardian's phone number: _____
If no, student phone number: _____ **Alternate number:** _____
If not enrolled, what school did the student previously attend? _____

Services Needed (Liaison and School Ally: If you assist with a service, please note that)

(The rest of the section must be filled out in detail to avoid delays in receiving supplies.)

- Backpack: _____ (include color preference)
- School supplies: _____ (include specific requests)
- Socks: _____ (size) Underwear: _____ (size)
- Clothing referral Credit recovery (high school) Medical / counseling referrals
- Enrollment assistance Truancy prevention/Dropout outreach Toiletries: _____
- Education-related expenses Child care scholarship referral Housing crisis referrals
- Food Free lunch Holiday gift (n/a after December)

FOR SCHOOL STAFF USE ONLY

Has transportation been arranged? _____

Is free lunch being provided? _____

Have any other services been provided by the district? _____

Additional comments: _____



Know Your Rights

This form MUST be given to every eligible family and unaccompanied youth.

If you live temporarily in a shelter, motel, vehicle, campground, on the street, in abandoned buildings, a temporary foster care placement or doubled up with relatives or friends, you are considered eligible for services under the McKinney-Vento Act.

These students have the right to:

- ▶ Continue in their “school of origin” (the school they last attended when permanently housed or the school they last attended), if that is your choice and it is feasible, or attend the neighborhood school where you are currently living.
- ▶ Receive transportation to the school of origin if requested.
- ▶ Immediately enroll and attend classes without providing a permanent address, past school or immunization records, proof of guardianship, etc. You still must fill out enrollment packets.
- ▶ Receive free lunch.
- ▶ Receive equal access to education and support services and if eligible, participate in before- and after-school activities.

When receiving services from the Education Project, you can expect:

- ▶ To be treated with dignity.
- ▶ To be treated as an individual with personalized needs.
- ▶ To have your privacy respected and protected.
- ▶ To be given a form to sign that gives our office permission to provide services and exchange information with schools and relevant community agencies.

Services are enhanced when:

- ▶ Phone calls are returned promptly.
- ▶ We are given advance notice of requests.

It is your responsibility to:

- ▶ Call the school when you’ll be absent.
- ▶ **Call your transportation contact when arranged transportation (i.e. a cab) is not needed.**
- ▶ Call us if you plan to move so we can help with any transition.
- ▶ Call us when your contact information changes.

We want to hear from you if you think your rights have been violated or you have a complaint about Education Project services. Your services WILL NOT be impacted when you lodge a complaint.

- ▶ Please call us and tell us your concern. We will work together on a solution. If your complaint is with a local school, we will follow district procedures to help resolve it.
- ▶ If you feel like your needs weren’t met, you will be put into contact with Zoe Starkweather, who oversees our office, within 5 days.
- ▶ If the matter is still not resolved, Zoe Starkweather will set up a meeting with a WISD administrator within 5 days.
- ▶ If we are unable to reach a resolution locally, we will advise how to file a written complain with the Michigan Department of Education.



Education Project Services

Please distribute to every eligible family and unaccompanied youth.

We are a project of the Washtenaw Intermediate School District that works to ensure students in temporary living situations enroll, regularly attend and succeed in school. We serve students, ages 0-21, from the 10 school districts and eleven public school academies in the county. Each school district and public school academy has a McKinney-Vento liaison and we work directly with them to provide supplemental services.

We are funded primarily through the federal McKinney-Vento Act, reauthorized in January of 2002. The Act guarantees that students in temporary living situations have equal access to the same free and appropriate public education provided to others.

Eligibility

The federal McKinney-Vento Act considers individuals who lack a fixed, regular and adequate nighttime residence as homeless. This includes students living in the following situations:

- ▶ Emergency shelters/ transitional housing.
- ▶ Motels or hotels.
- ▶ Unsheltered or in substandard housing.
- ▶ Shared housing due to a loss of housing, economic hardship, safety concern, etc.
- ▶ Temporary foster care placement (less than 6 months) or living temporarily with a non-parent or guardian.

Services

Referrals

- ▶ Connect students and families with medical and mental health services as requested.
- ▶ Assist with clothing vouchers to local thrift stores.
- ▶ Link families with local housing resources.

Food

- ▶ Provide emergency food bags upon request.

Personal Items

- ▶ School supplies and backpacks
- ▶ New socks and underwear
- ▶ Payless shoe vouchers

Transportation

- ▶ Assist with transportation planning and provide funding for stop-gap transportation, based on availability.
- ▶ Offer creative solutions to transportation challenges.
- ▶ Provide transportation for parent involvement (performances, fieldtrips, sports, volunteering)

Financial Assistance

- ▶ Assist students with a wide variety of school-related financial needs such as online classes, graduation, field trip and school activities.

Academic Support

- ▶ Pay for credit recovery classes.
- ▶ Help students make educational plans to graduate.
- ▶ Work to connect students to tutoring.
- ▶ Intervene to assist with truancy.
- ▶ Try to reconnect students who have dropped out.

Advocacy

- ▶ Offer advocacy, technical support and guidance in matters involving school enrollment and other academic difficulties