

## Kentucky Homeless Student Intake Form

**Instructions:** Parents or guardians should complete a separate form for each identified homeless student under the McKinney-Vento definition of homelessness with the help of a local liaison. This form can be completed by hand or electronically. This form should be kept at the school and district levels, and a copy should be given to the student’s parent or guardian. This form is intended for **local use only** and will assist with compiling aggregate homeless student data. The form should not be submitted to the Kentucky Department of Education (KDE). Instead, the identification of a student experiencing homelessness must be reported to the KDE in the Infinite Campus (IC) portal.

**Qualifications:** A student qualifies for the McKinney-Vento Act if they are between ages 0-22 and lack a fixed, regular, and adequate nighttime residence. Specifically, if a student lives under any of these conditions:

- a house or apartment with more than one family because of economic hardship or loss
- a shelter (family, youth or domestic violence shelter or transitional living program)
- a motel, hotel, or weekly rate housing
- an abandoned building, in a car, at a campground, on the street, etc.
- substandard housing (without electricity, heat, or water)
- with friends or family because the youth is a runaway or unaccompanied youth

### Basic McKinney-Vento Act Rights

- The child must immediately enroll in school even if you lack a permanent address.
- The child’s enrollment may NOT be delayed due to a lack of proof of residency or other documents.
- The child has a right to continued enrollment in the school that he/she attended before becoming homeless or the school in which they are currently enrolled.
- The child can attend classes while the new school secures previous school records.
- If there is a dispute over enrollment, the student can continue to attend classes while the dispute is being heard and resolved.
- The parent can request assistance with transportation to the school of origin.
- The student can participate in school programs with students who are not homeless.
- The student is eligible to receive free school meals.

### Important Websites and Telephone Numbers

Local liaison’s name: \_\_\_\_\_

Local liaison’s email: \_\_\_\_\_

Local liaison’s phone: \_\_\_\_\_

[Kentucky Department of Education Homeless Website](#)

**State Homeless Consultant:** Zach Stumbo, Ph.D.

[zachary.stumbo@education.ky.gov](mailto:zachary.stumbo@education.ky.gov)

(502) 564-1473 Ext. 4020

**Introduction:** The Kentucky Department of Education wishes to ensure that the Commonwealth’s students receive the best possible education. The information obtained with the completion of this form will help to determine if a student is eligible to receive benefits under the federal McKinney-Vento Act. This law helps students who are temporarily displaced from their homes for certain reasons.

**Key Terms:** State Student Identification Number (SSID); Local Educational Agency (LEA); School of Origin (Last School Attended)

---

---

**General Information:** To be completed by the school district.

1. School: \_\_\_\_\_
  2. School Code: \_\_\_\_\_
  3. District: \_\_\_\_\_
  4. SSID: \_\_\_\_\_
  5. LEA Code: \_\_\_\_\_
- 
- 

**Student Information:** To be completed by the parent/guardian with assistance from the liaison as needed.

6. Student Name: \_\_\_\_\_
7. Intake Date: \_\_\_\_\_
8. Parent/Guardian Name: \_\_\_\_\_
9. Phone Number: \_\_\_\_\_
10. Age: \_\_\_\_\_
11. School of Origin: \_\_\_\_\_
12. Grade Level: \_\_\_\_\_
13. Name(s) of Siblings & and School(s) Attended: \_\_\_\_\_
14. Military or Veteran Status:
  - If the parent, guardian, or unaccompanied youth is active military or a veteran, please check the box and refer immediately to a local housing agency for prioritized housing assistance.

**15. Race/Ethnicity:**

- Asian/Pacific Islander
- Black, not of Hispanic Origin
- Hispanic
- White, not of Hispanic Origin
- Other: \_\_\_\_\_

**16. Services previously Received:**

- 504 Plan
- Career/Technical
- Counseling
- English Language Learner
- Gifted and Talented
- Migrant
- Other: \_\_\_\_\_

**17. McKinney-Vento eligibility for homelessness:**

Housing Status: Please check all the boxes that apply to where the student stays overnight.

- Abandoned: KRS 530.040 defines this as a minor deserted in any place or circumstance endangering their life or health with the intent to abandon.
- Doubled-up: Defined as “temporarily sharing the housing of other people because of an economic hardship.”
- Living with family
- Released from neglected or delinquent instruction
- Runaway youth: Age of Youth \_\_\_\_\_ Years
- Separated from family
- Staying in a hotel/motel: Name of business: \_\_\_\_\_
- Student is unsheltered or has inadequate housing (E.g., living on the street, in a car, park, campground, or abandoned building)
- Transitional housing/shelter program
- Unaccompanied Youth: Defined as “a homeless child or youth, not in the physical custody of a parent or guardian”: Age of Youth \_\_\_\_\_ Years
- Youth denied housing by legal parent/guardian (E.g., kicked out of home or abandoned, possibly due to pregnancy, LGBT-Q issues, family conflicts, parental mental health or alcohol, and other drug abuse.)
- Other: \_\_\_\_\_

**18. Student mobility:**

Please check one box for what the parent or guardians [or unaccompanied minors] want for their student. Please note that the liaison will use all available information to decide in the best interest of the student.

- I want the student to stay in the school of origin within the LEA.
- I want the student to attend the school of origin across LEA boundaries.
- I want the student to attend the school of residence.

**19. Name of the school and address in which student is currently enrolled:**

---

**20. The names and addresses of schools the student attended in the previous year:**

---

---

---

**21. With whom does the student currently live? Please check one box.**

- Both parents
- One parent: Which parent?
- One parent and another adult: Which parent?
- A relative: Specify relation.
- Friends or other adults: Please identify.
- An adult who is not a parent/legal guardian: Please identify.
- Other: \_\_\_\_\_

**22. Currently, what are the greatest needs of the student? Please check all that apply.**

- School supplies
- School uniform or clothing
- Help with academic improvement
- Help with behavior improvement
- Referral for food assistance
- Medical referral/immunizations
- Mental health/counseling referral
- Other: \_\_\_\_\_

**My signature below affirms the information I have provided on this form as true and accurate to the best of my knowledge or belief. Also, I have received a copy of my rights under the McKinney-Vento law.**

---

Parent/Guardian Signature & Date

---

Liaison Signature & Date

**McKinney-Vento Intake Affidavit  
Checklist for School or District Use Only.**

Informed parent/guardian/unaccompanied youth of their rights under McKinney-Vento and gave them a copy of their rights.

Entered data into Infinite Campus regarding McKinney-Vento status.

Established transportation to and from school if requested.

Established free breakfast and lunch for the student.

Requested academic records from the previous school(s).

Received academic records from the previous school(s).

Reviewed options for partial credits when applicable.

Provided school supplies for the student.

Reviewed temporary housing options with parent/guardian/unaccompanied youth.

Connected parent/guardian/unaccompanied youth with food assistance.

Connected parent/guardian/unaccompanied youth with clothing assistance.

Connected parent/guardian/unaccompanied youth with health services assistance.

For juniors and seniors: Discussed options for transitions into college, including financial aid.

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_