

WALTHALL

COUNTY SCHOOL DISTRICT
Teachers teaching. Students learning. Schools improving.



BOARD EDITION

McKINNEY-VENTO

HOMELESS EDUCATION PROCEDURES MANUAL

Fiscal Year 2027

Prepared by the Office of Federal Programs

Teachers teaching. Students learning. Schools improving.

Strong Schools • Strong Families • Strong Community



BOARD APPROVAL

McKinney-Vento Homeless Education Procedures Manual

The Walthall County School District Board of Education hereby approves the **McKinney-Vento Homeless Education Procedures Manual – Fiscal Year 2027**. This manual establishes district procedures for identifying, enrolling, and supporting children and youth experiencing homelessness in accordance with the McKinney-Vento Homeless Assistance Act, the Every Student Succeeds Act (ESSA), Mississippi Department of Education guidance, and applicable Board policies. The manual shall be reviewed annually and revised as needed to ensure continued compliance with federal and state requirements.

Board Approval Date: _____

Board President: _____

Superintendent: Dr. Bradley Brumfield

Federal Programs Director: Vanessa Ellzey-Boyd

Teachers teaching. Students learning. Schools improving.

Strong Schools • Strong Families • Strong Community



TABLE OF CONTENTS

Board Edition

Section	Page
Front Matter	
Cover	i
Board Approval	ii
Table of Contents	iii
Chapter 1 – Purpose & Legal Authority	1
Chapter 2 – Definitions	2
Chapter 3 – Identification Procedures	4
Chapter 4 – Enrollment Procedures	6
Chapter 5 – Educational Stability	8
Chapter 6 – Student Services	10
Chapter 7 – Parent Rights & Dispute Resolution	12
Chapter 8 – Roles & Responsibilities	14
Chapter 9 – Professional Development & Community Collaboration	16
Chapter 10 – Documentation, Monitoring & Annual Review	18
Appendix A – Residency Questionnaire	20
Appendix B – Student Eligibility Checklist	21
Appendix C – Best Interest Determination Form	22
Appendix D – Parent Rights Notice	23
Appendix E – Dispute Resolution	24
Appendix F – Transportation Request	25
Appendix G – Staff Training Checklist	26
Appendix H – Community Resources	27

Teachers teaching. Students learning. Schools improving.



CHAPTER 1

Purpose and Legal Authority

A Professional Guide for WCSD Personnel

Teachers teaching. Students learning. Schools improving.



Chapter 1 – Purpose and Legal Authority

Purpose

The Walthall County School District is committed to identifying, enrolling, and supporting children and youth experiencing homelessness in accordance with the McKinney-Vento Homeless Assistance Act, the Every Student Succeeds Act (ESSA), Mississippi Department of Education guidance, and applicable WCSD Board policies. These procedures establish consistent district practices that remove barriers to enrollment, attendance, participation, and academic success.

Objectives

Objective	WCSD Commitment
Immediate Enrollment	Enroll eligible students without delay.
Educational Stability	Support school stability through best-interest decisions.
Equal Access	Provide comparable educational services.
Collaboration	Coordinate with families, schools, and community agencies.
Compliance	Review procedures annually and maintain documentation.

Applicable Requirements

- McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.)
- Every Student Succeeds Act (ESSA)
- Mississippi Department of Education McKinney-Vento Guidance
- Applicable WCSD Board Policies

WCSD Guiding Principles

- Remove barriers to enrollment, attendance, and success.
- Ensure immediate enrollment and educational stability.
- Protect student dignity and confidentiality.
- Provide services comparable to those available to other students.
- Review procedures annually and provide staff training.

Chapter Summary

This chapter establishes the legal foundation and district commitment for implementing McKinney-Vento requirements throughout WCSD.



CHAPTER 2

Definitions

A Professional Guide for WCSD Personnel

Teachers teaching. Students learning. Schools improving.



Chapter 2 – Definitions

Purpose

The following definitions provide a common understanding of key terms used throughout this manual. Eligibility determinations are made on an individual basis, based on the student's circumstances and current federal and state guidance.

Key Definitions

Term	WCSD Definition
Homeless Child or Youth	A child or youth who lacks a fixed, regular, and adequate nighttime residence.
Fixed	Stationary, permanent, and not subject to change.
Regular	Used on a routine, consistent basis.
Adequate	Sufficient for meeting physical and psychological needs.
School of Origin	The school attended when permanently housed or the school in which the student was last enrolled.
Best Interest	A student-centered determination that promotes educational stability and success.
Immediate Enrollment	Enrollment without delay while the required records are obtained.
Comparable Services	Access to educational services comparable to those provided to other students.
Unaccompanied Youth	A youth not in the physical custody of a parent or guardian.

WCSD Procedures

District staff shall apply these definitions consistently, consult the District Homeless Liaison when eligibility is uncertain, document eligibility decisions, and maintain confidentiality throughout the identification process.

Quick Reference

- Use case-by-case determinations.
- Do not delay enrollment while determining eligibility.
- Consult the District Homeless Liaison when questions arise.
- Treat all student information confidentially.

Chapter Summary

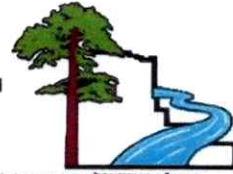
These definitions establish the terminology used throughout this manual and support consistent implementation of McKinney-Vento requirements across WCSD.



CHAPTER 3

Identification Procedures

Teachers teaching. Students learning. Schools improving.



Chapter 3 – Identification Procedures

Purpose

Establish a consistent process for identifying students who may qualify under McKinney-Vento.

Applicable Requirements

McKinney-Vento Homeless Assistance Act, ESSA, Mississippi Department of Education guidance, and applicable WCSD Board policies.

WCSD Procedures

- Review the Residency Questionnaire during enrollment.
- Recognize indicators of homelessness.
- Refer potential cases to the District Homeless Liaison.
- Determine eligibility on a case-by-case basis.
- Maintain confidentiality.

Quick Reference

Action	Complete
Review questionnaire	☐
Interview family if needed	☐
Notify Liaison	☐
Document eligibility	☐
Initiate services	☐

Chapter Summary

This chapter establishes WCSD procedures for identification procedures and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 4

Enrollment Procedures

Teachers teaching. Students learning. Schools improving.



Chapter 4 – Enrollment Procedures

Purpose

Ensure immediate enrollment and removal of barriers.

Applicable Requirements

McKinney-Vento Homeless Assistance Act, ESSA, Mississippi Department of Education guidance, and applicable WCSD Board policies.

WCSD Procedures

- Immediately enroll eligible students.
- Do not delay enrollment for missing records.
- Request records from previous schools.
- Provide written parent rights.
- Arrange transportation and services when applicable.

Quick Reference

Action	Complete
Birth certificate not required before enrollment	☐
Immunization records requested after enrollment	☐
Notify Liaison	☐
Begin comparable services	☐

Chapter Summary

This chapter establishes WCSD procedures for enrollment procedures and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 5

Educational Stability

Teachers teaching. Students learning. Schools improving.



Chapter 5 – Educational Stability

Purpose

Promote educational stability through best-interest determinations.

Applicable Requirements

McKinney-Vento Homeless Assistance Act, ESSA, Mississippi Department of Education guidance, and applicable WCSD Board policies.

WCSD Procedures

- Consider the school of origin.
- Evaluate parent preference and student needs.
- Coordinate transportation.
- Document best-interest determination.

Quick Reference

Action	Complete
School of origin	☐
Best interest	☐
Transportation	☐
Documentation	☐

Chapter Summary

This chapter establishes WCSD procedures to ensure educational stability and supports the consistent implementation of McKinney-Vento requirements.



CHAPTER 6

Student Services

Teachers teaching. Students learning. Schools improving.



Chapter 6 – Student Services

Purpose

Provide access to services comparable to those available to other students.

WCSD Procedures

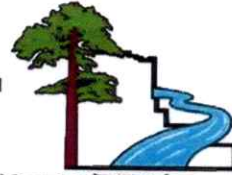
- Title I
- Special Education
- English Learner Services
- School Nutrition
- Counseling
- Preschool
- Extracurricular Activities

Quick Reference

Action	Complete
Coordinate referrals	☐
Monitor participation	☐

Chapter Summary

This chapter establishes WCSD procedures for student services and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 7

Parent Rights & Dispute Resolution

Teachers teaching. Students learning. Schools improving.



Chapter 7 – Parent Rights & Dispute Resolution

Purpose

Protect parent rights and ensure a fair dispute process.

Applicable Requirements

McKinney-Vento Homeless Assistance Act, ESSA, Mississippi Department of Education guidance, and applicable WCSD Board policies.

WCSD Procedures

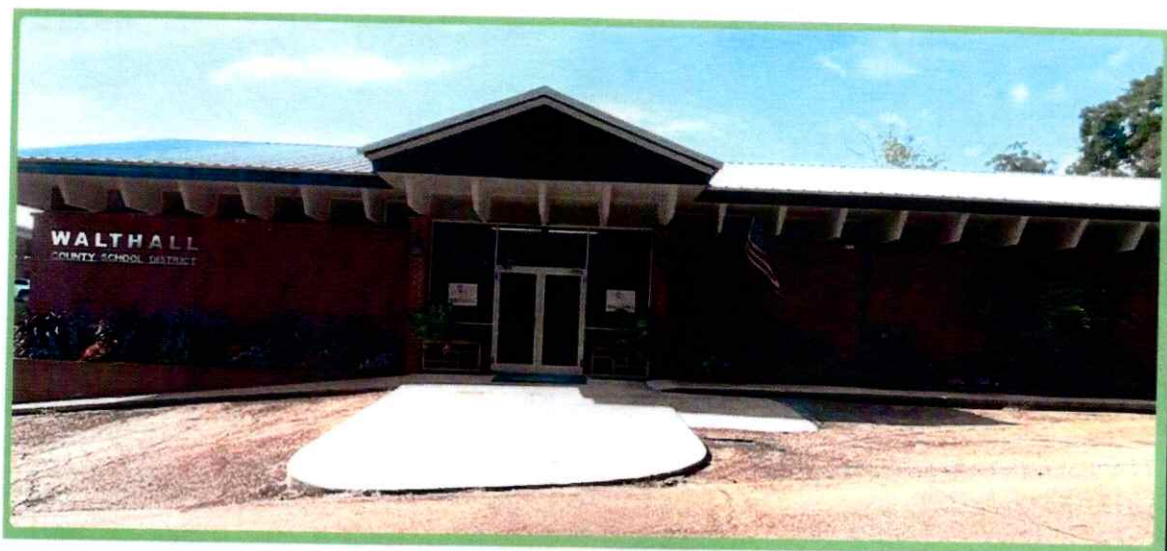
- Provide written notice of rights.
- Students remain enrolled during disputes.
- Provide appeal information.
- Follow MDE dispute procedures.

Quick Reference

Action	Complete
Rights notice given	☐
Liaison notified	☐
Appeal explained	☐

Chapter Summary

This chapter establishes WCSD procedures for parent rights & dispute resolution and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 8

Roles & Responsibilities

Teachers teaching. Students learning. Schools improving.



Chapter 8 – Roles & Responsibilities

Purpose

Define responsibilities for district and school personnel.

WCSD Procedures

- District Homeless Liaison coordinates implementation.
- Principals remove barriers.
- Registrars complete enrollment.
- Teachers identify concerns.
- Counselors(if available), principals, and staff support students.

Quick Reference

Action	Complete
Annual staff awareness	☐
Document responsibilities	☐

Chapter Summary

This chapter establishes WCSD procedures for roles & responsibilities and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 9

Professional Development & Community Collaboration

Teachers teaching. Students learning. Schools improving.



Chapter 9 – Professional Development & Community Collaboration

Purpose

Support implementation through training and partnerships.

WCSD Procedures

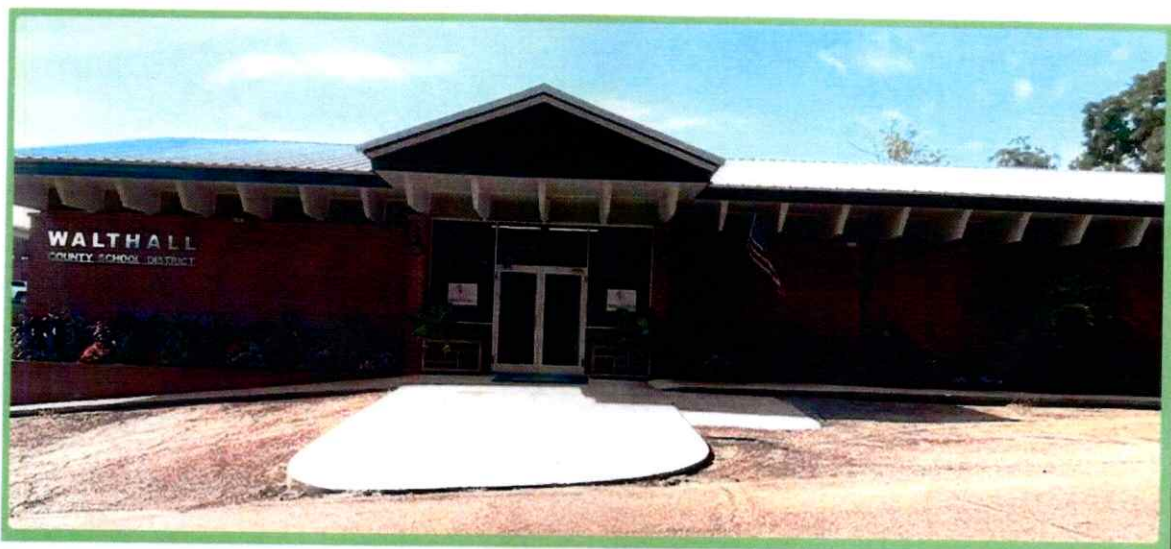
- Provide annual staff training.
- Collaborate with community agencies.
- Coordinate with Title I and other programs.

Quick Reference

Action	Complete
Training completed	☐
Community contacts updated	☐

Chapter Summary

This chapter establishes WCSD procedures for professional development & community collaboration and supports consistent implementation of McKinney-Vento requirements.



CHAPTER 10

Documentation, Monitoring & Annual Review

Teachers teaching. Students learning. Schools improving.



Chapter 10 – Documentation, Monitoring & Annual Review

Purpose

Maintain records and review procedures annually.

WCSD Procedures

- Maintain eligibility documentation.
- Protect confidentiality.
- Review procedures annually.
- Prepare monitoring evidence.

Quick Reference

Action	Complete
Records complete	☐
Annual review documented	☐
Monitoring file maintained	☐

Chapter Summary

This chapter establishes WCSD procedures for documentation, monitoring & annual review and supports consistent implementation of McKinney-Vento requirements.

WALTHALL COUNTY SCHOOL DISTRICT

McKinney-Vento Implementation Toolkit

Companion to the FY2027 Procedures Manual

Teachers teaching. Students learning. Schools improving.

Purpose

This toolkit provides standardized WCSD forms and implementation tools to support consistent districtwide implementation of the McKinney-Vento Homeless Assistance Act. These forms should be used with the WCSD McKinney-Vento Procedures Manual.

Contents

- *Registration & Eligibility*
 - *Parent Documents*
 - *Transportation*
 - *Training*
 - *Monitoring*
-

WALTHALL COUNTY SCHOOL DISTRICT

OFFICE OF FEDERAL PROGRAMS

WRITTEN NOTICE OF DECISION

McKinney-Vento eligibility, enrollment, school selection, or services

Student	_____
Parent/Guardian or Youth	_____
Date notice issued	_____ Method delivered: _____
School / grade	_____
District contact	Robin Duncan, Local McKinney-Vento Liaison 601-876-5687

1. Decision being communicated

- ☐ Eligibility under McKinney-Vento
- ☐ Immediate enrollment
- ☐ School of origin or requested school placement
- ☐ Transportation to the school of origin
- ☐ Other McKinney-Vento service or barrier: _____

2. Decision

- ☐ The request is approved.
- ☐ The request is denied or the district is proposing a different decision.

Requested by parent/guardian/youth: _____**District decision:** _____**3. Explanation and information considered***Explain the specific reason for the decision in clear language. Include the student-centered factors and information used; do not rely only on general policy statements.***Specific reasons:** _____**Student-centered factors considered:** _____**Documents, conversations, or other information considered:** _____

Appendix A

Residency Questionnaire & Eligibility Determination

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Student Information

Student: _____ School: _____ Grade: ____ Date: _____

Parent/Guardian

Name: _____ Phone: _____

Current Living Situation

☐ Doubled Up ☐ Hotel/Motel ☐ Shelter ☐ Vehicle/Public Place ☐ Other _____

Eligibility Review

☐ Fixed ☐ Regular ☐ Adequate

☐ Eligible ☐ Not Eligible

Office Use

Registrar: _____ Liaison: _____ Date: _____

Strong Schools • Strong Families • Strong Community

Appendix B

Best Interest Determination

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Student

Student: _____ School of Origin: _____ Requested School: _____

Factors

☐ Educational Stability ☐ Parent Preference ☐ Safety ☐ Transportation ☐ Academic Needs ☐ Student Wishes

Recommendation

Approvals

Principal _____ Liaison _____ Date _____

Strong Schools • Strong Families • Strong Community

Appendix C

Parent Rights & Dispute Resolution

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Parent Rights

Immediate enrollment; school selection; transportation (when applicable); comparable services; written notice; appeal rights.

District Actions

☐ Rights Notice Given ☐ Student Remains Enrolled ☐ Appeal Explained ☐ Liaison Notified

Strong Schools • Strong Families • Strong Community

WALTHALL COUNTY SCHOOL DISTRICT

OFFICE OF FEDERAL PROGRAMS

MCKINNEY-VENTO PARENT AND YOUTH RIGHTS

*Information for families and unaccompanied youth experiencing housing instability***You may qualify for help if you lack a fixed, regular, and adequate nighttime residence.****This may include temporarily living:**

With another person because of loss of housing, economic hardship, or a similar reason	In a motel, hotel, trailer park, or campground because adequate housing is unavailable
In an emergency or transitional shelter	In a car, park, public place, abandoned building, bus/train station, or other place not meant for sleeping

Eligible students have the right to:

Enroll immediately	Attend school even without records normally required for enrollment, such as proof of residency, immunization, guardianship, or school records.
Choose the appropriate school	Attend the local school or, when in the student's best interest, remain in the school of origin.
Receive transportation	Receive transportation to and from the school of origin when required and requested.
Participate fully	Receive comparable educational services, school meals, Title I support, special education, English learner services, preschool access, and other eligible programs without stigma or delay.
Get help from the liaison	Receive assistance obtaining records, resolving barriers, connecting with community resources, and understanding all McKinney-Vento rights.
Appeal a decision	Receive a clear written explanation when the district's decision differs from the family or youth's request and appeal the decision with liaison assistance.

If you disagree with a decision

Tell the local liaison that you want to appeal. You may use the WCSD Appeal Request Form, write a letter or email, or make the request verbally. The student must be immediately enrolled in the school in which enrollment is sought and receive applicable services while the dispute and all available appeals are pending.

NEED HELP? Robin Duncan, WCSD McKinney-Vento Local Liaison | 601-876-5687

Ask for interpretation, translation, or another accessible format at no cost.

Authority: McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g); Mississippi State Board Policy, Chapter 40, Rule 40.1.

WALTHALL COUNTY SCHOOL DISTRICT

OFFICE OF FEDERAL PROGRAMS

RIGHT TO APPEAL AND CONTINUED SERVICES

This page must accompany any decision that differs from the family or youth's request

You have the right to appeal this decision. The local McKinney-Vento liaison will help you understand the decision, complete an appeal, obtain interpretation or translation assistance, and provide supporting information.

During the dispute

- ☐ The student must be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- ☐ The student must receive the educational services for which the student is eligible. Transportation must continue when required under McKinney-Vento.
- ☐ The student, parent, or guardian may provide written or verbal information supporting the requested decision. The liaison must assist an unaccompanied youth throughout the process.

How to appeal

Step 1 - Request review	Contact Robin Duncan, Local McKinney-Vento Liaison, at 601-876-5687. You may use the WCSD Appeal Request Form, write a letter, send an email, or ask the liaison to record your appeal.
Step 2 - District appeal	If the matter is not resolved, request review by the Superintendent or designee under WCSD procedures. The liaison will promptly transmit the record and assist you.
Step 3 - State appeal	If the district decision remains disputed, you may appeal to the Mississippi Department of Education through the State Coordinator for Homeless Education. The liaison will provide current contact information and forward the record as required.

Acknowledgment of receipt (receipt does not mean agreement)

Parent/Guardian/Youth signature	_____ Date: _____
District representative	_____ Date: _____
Interpreter/translator, if used	Name/language: _____

Authority: McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(3)(E); Mississippi State Board Policy, Chapter 40, Rule 40.1.

WALTHALL COUNTY SCHOOL DISTRICT

OFFICE OF FEDERAL PROGRAMS

APPEAL REQUEST FORM

For a parent, guardian, or unaccompanied youth

Use of this form is optional. You may appeal verbally, by email, or in another written format. The local liaison must help you complete and submit an appeal. No student will be denied immediate enrollment or required services while the dispute is being resolved.

1. Person requesting the appeal

Name	_____
Relationship	☐ Parent ☐ Guardian ☐ Unaccompanied youth ☐ Other: _____
Preferred contact	☐ Phone ☐ Text ☐ Email ☐ Mail ☐ In person
Phone / email	_____
Safe mailing address, if any	_____
Language/access assistance	☐ Interpreter ☐ Translation ☐ Disability accommodation Language/need: _____

2. Student information

Student name	_____
Date of birth / grade	_____ / _____
Current school, if any	_____
School requested	_____

3. Decision being appealed

- ☐ McKinney-Vento eligibility
- ☐ Immediate enrollment
- ☐ School selection or school of origin
- ☐ Transportation
- ☐ Other service or barrier: _____

Date of written decision, if known: _____

4. What decision are you requesting?

APPEAL SUPPORT AND RECEIPT

To be completed with assistance from the local McKinney-Vento liaison

5. Why do you disagree with the district's decision?

Share any facts you want considered. You may attach documents, but they are not required to start an appeal.

6. Immediate enrollment and services while appeal is pending

- ☐ Student immediately enrolled in the school in which enrollment is sought.
- ☐ Classes and comparable educational services provided.
- ☐ Transportation provided or continued, when required.
- ☐ Meals and other eligible supports provided without interruption.
- ☐ Parent/guardian/youth given the written decision and appeal information.

7. Appeal level requested

- ☐ Local review / resolution with the McKinney-Vento liaison and appropriate district administrator
- ☐ District-level review by the Superintendent or designee
- ☐ State-level review through the Mississippi Department of Education State Coordinator for Homeless Education

8. Supporting items attached (optional)

- ☐ Written decision being appealed
- ☐ Housing or residency information
- ☐ School, transportation, medical, safety, or other student-centered information
- ☐ Other: _____

9. Signatures

Appellant signature	_____ Date: _____
If appeal was made verbally	Recorded by: _____ Date: _____
Liaison assistance provided	_____ Date: _____

District receipt and routing

Date/time received	_____ By: _____
Method	☐ In person ☐ Phone ☐ Email ☐ Mail ☐ Other: _____
Forwarded to	_____ Date/time: _____
Decision due / follow-up	_____
Final disposition	☐ Resolved locally ☐ District decision issued ☐ Forwarded to MDE

Authority: McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(3)(E); Mississippi State Board Policy, Chapter 40, Rule 40.1.
Retain this form and related communications as dispute-resolution evidence.

Appendix D

Transportation & School of Origin

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Transportation Request

Need: _____

Approvals

Transportation Director _____ Liaison _____

Strong Schools • Strong Families • Strong Community

Appendix E

Annual Staff Training Record

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Training

Date ____ Presenter ____

Audience

☐ Principals ☐ Registrars ☐ Teachers ☐ Counselors ☐ Transportation ☐ Child Nutrition

Verification

Agenda Attached ☐ Sign-in Attached ☐

Strong Schools • Strong Families • Strong Community

Appendix F

Community Resource Directory

Instructions: Complete this form as applicable and retain it with the district's McKinney-Vento documentation.

Resources

Agency | Contact | Phone | Services

Strong Schools • Strong Families • Strong Community

Appendix G

District Homeless Liaison Annual Checklist

Instructions: Complete this form as applicable and retain with district McKinney-Vento documentation.

Annual Duties

- ☐ Train Staff
- ☐ Post Notices
- ☐ Coordinate Title I
- ☐ Monitor Identification
- ☐ Review Transportation
- ☐ Maintain Documentation
- ☐ Annual Evaluation

Strong Schools • Strong Families • Strong Community

Appendix H

Monitoring Checklist & Timeline

Instructions: Complete this form as applicable and retain with district McKinney-Vento documentation.

Evidence

☐ Residency Forms ☐ Eligibility ☐ Best Interest ☐ Parent Rights ☐ Transportation ☐ Training

Timeline

July-Review Procedures

August-Train Staff

Throughout Year-Identify & Serve Students

Spring-Program Evaluation

Strong Schools • Strong Families • Strong Community