



BOARD EDITION

McKINNEY-VENTO
HOMELESS EDUCATION PROCEDURES MANUAL
Fiscal Year 2027

Prepared by the Office of Federal Programs

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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

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CHAPTER 1

Purpose and Legal Authority

A Professional Guide for WCSD Personnel

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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*
-

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: _____

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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 _____

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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

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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 _____

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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 ☐

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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

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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

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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

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