

Families in Transition SOP

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Program Summary

The Families in Transition Program's (FIT) responsibility is to implement the McKinney-Vento Homeless Education Assistance Act. Homeless children and unaccompanied youth must have immediate access to public school educational programs and services that allow them to meet the same challenging state academic standards to which all students are held.

This program ensures that Racine Unified is abiding by the McKinney-Vento Act. For more information on the McKinney-Vento Act go to DPI's website.

<https://dpi.wi.gov/homeless>

It is important to remember that families must **REAPPLY to FIT** every school year. If they do not reapply, the students must attend the boundary school for the next school year.

Once the family is identified as FIT, the family will continue to receive services for the **remainder of the school year**, even if the family becomes permanently housed. This includes free lunch, the ability to stay at their school, and transportation if they are eligible.

It is the FIT Coordinator's, also known as the homeless liaison for RUSD, job to:

- Identify and immediately enroll any homeless child or youth into RUSD, even without the proof typically needed for enrollment (birth certificate, proof of address, immunization records).
- Continue children or youth in their "school of origin" for the duration of their homelessness and throughout the current school year if it is within best interest [1] of the child.
- Inform parents/guardians of the educational rights of their children.
 - Right to immediate enrollment even when records not present.
 - Right to remain in the school of origin, if in the student's best interest [1].
 - Right to receive transportation to the school of origin.
 - Support for academic success.
 - Continue receiving FIT services for the current school year, even if the family becomes permanently housed; including transportation to the school of origin.
- Provide transportation if eligible, at the request of the parent, to the school of origin, even if the family is living outside of Racine if it is within best interest [1] of the child.
- Help families connect with community resources.
- Make sure that homeless students are not segregated or stigmatized.
- Keep up to date with any changes to the McKinney-Vento Act.
- Remind families to re-apply for the next school year with a letter that is sent home along with a FIT Questionnaire [7]
- Help families become more involved in their child's education.

Student Eligibility

The best way to determine if families are eligible for FIT is to ask them questions that focus on “is the living situation FIXED, REGULAR, and ADEQUATE”.

- **FIXED:** Stationary, permanent, not subject to change
- **REGULAR:** Used on a predictable, routine, consistent basis.
- **ADEQUATE:** lawfully and reasonably sufficient, sufficient for meeting the physical and psychological needs typically met in a home environment.

You can ask yourself: “Can the student go to the SAME PLACE (fixed) EVERY NIGHT (regular) to sleep in a SAFE AND SUFFICIENT SPACE (adequate)?”

The McKinney-Vento Act defines homeless children and youth as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Living in a shelter (family, domestic violence, youth) or transitional living program.
- Living without a parent or legal guardian (unaccompanied youth).
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

A lot of the information received from families is perceived subjectively. You want to be consistent with all families. You also have to take the information given to you at face value. If you have concerns about some information it is okay to ask questions to get clarity but DO NOT “investigate”. DPI does not allow the investigation of homeless families. For example, a liaison cannot go to the home to check to see if a family is truly living there. This is to ensure that a family will not get kicked out of where they are staying and that the family is not faced with additional problems.

McKinney-Vento Act can also be applied to families who are escaping from a domestic violence situation who have to live with family members because they cannot afford a place to stay.

Shared Housing

A family must be sharing the home of others due to economic hardship, loss of housing, or a similar reason. Just because a they are living with family, does not mean that they qualify for FIT.

Here are some examples:

A family chooses to move in with grandma because grandma needs someone to care for her. - does NOT qualify for FIT.

A family moves into Mom's boyfriend's house because she wants to live with him. - does NOT qualify for FIT.

A family was evicted from their home and cannot afford a new place so they are living with an uncle. - DOES qualify for FIT.

A mother and her children are fleeing from a domestic violence situation and are currently living with a friend. - DOES qualify for FIT.

Unaccompanied Youth

Unaccompanied youth are students who are living WITHOUT a parent or legal guardian. An unaccompanied youth can be difficult to identify. This includes students who were kicked out or who have run away. This does NOT include foster care or any other out of home placements made by the courts. This also does NOT include parents who have made arrangements for their student to live with someone else.

Some examples include:

A student who was kicked out of the home and is currently living with a family member or friend. - DOES qualify for FIT.

A student who has run away from home and is staying with a family member or friend. - DOES qualify for FIT.

The parent is currently homeless and the child has to stay with a family member so the child is not in a shelter with the parent. - DOES qualify for FIT.

The parent is currently incarcerated and an out of home placement has not been made by the courts. - DOES qualify for FIT.

The parent decided that the student is going to live with a grandparent because mom doesn't want to have her child attend a specific school. - does NOT qualify for FIT.

Arrangements have been made for a student to stay with someone else, if the parent gives consent for the child to stay somewhere other than with the parent. - does NOT qualify for FIT.

How do you find families who may be eligible for FIT?

ONLY the FIT Coordinator or designated homeless liaison can identify families as FIT.

There are a few ways that you are able to identify students. The first is through the social workers and other school support staff; they will either email or call FIT if they find a student who may be homeless. The social workers and support staff will either scan a completed FIT questionnaire to the FIT Coordinator, or they will give the information to the FIT Coordinator and the FIT Coordinator will complete the FIT questionnaire.

The second way is through the enrollment office. The enrollment office will have families fill out a questionnaire when they come across a 'red flag' that may qualify a family for FIT. A 'red flag' may include the family checking the 'homeless yes' box during registration or not being able to provide proof of address. Enrollment will first attempt to contact the FIT Coordinator. The FIT Coordinator will go up and speak with the family face to face to determine eligibility. If the FIT Coordinator is unable to speak with the family, Enrollment will send the completed FIT form through email and the FIT Coordinator will contact the family to gather information and make a decision on their eligibility.

The third way to identify a family is through phone calls and direct contact with families. Families will contact FIT to see if they would be eligible. The FIT Coordinator can speak with the family over the phone and in person to determine eligibility.

The fourth way is through the local shelters: HALO, Women's Resource Center, and Safe Haven. These shelters and/or agencies will scan completed FIT questionnaires to the FIT Coordinator.

The last way to identify families is through other local agencies that FIT partners with, such as Professional Services Group or the Racine County Human Service Department. These agencies will contact the FIT Coordinator either via phone or email and give the FIT Coordinator the information to determine FIT eligibility.

FIT Identification for NEW Enrollments

1. Receive FIT questionnaire from RUSD Enrollment staff.
2. Call family/speak with family in person to determine FIT eligibility.
 - a. If the family does not qualify for FIT, write the reason why on the form and file alphabetically in "Do not qualify" binder. Email enrollment that the family is not FIT.
 - b. If the family qualifies for FIT, discuss the school placement with the family.
 - i. Since the student is new to RUSD, the student will be placed at their boundary school to the address they are currently staying at.

- ii. Explain the families rights under McKinney-Vento. [1-A]
3. Send an email to enrollment and blind-copy transportation stating the family qualifies for FIT (include SPED secretary, DLA, and 4K if applicable).
 - a. This email should include: Student number, school, address, and if the student is eligible for transportation. [2-A]
 - b. If the student is residing with someone other than the legal parent/guardian, include that person's information in the email.
4. Tag students in IC under the Families in Transition tab and enter reason and date. [3]
5. Add students to Google document for lunch that is shared with the Free and Reduced Lunch Program.
 - a. The Google doc is structured to be entered as: Student's last name, first name, school, student number, then the Free/Reduced worker will timestamp the date and time that the information was printed.
 - b. This document is separated by month.
6. Enter students into master list and put into appropriate school tab.
7. Create label for family, place questionnaire in file, file in filing cabinet alphabetically.

*If the family qualifies for FIT and is unable to come to the enrollment center due to not having a vehicle or similar reason, the FIT Coordinator can direct the Enrollment staff to process the online registration to get the student registered for school.

FIT Identification for CURRENT RUSD Student

1. Receive call/email from family, support staff, or enrollment on current RUSD student who may qualify for FIT.
2. Complete FIT questionnaire, if not completed by family/support staff.
3. Call or speak to family in person to determine eligibility.
 - a. If the family does not qualify for FIT, write the reason on the form and file in "Do not qualify" binder alphabetically.
 - b. If eligible for FIT, discuss the student's placement with the parent. The parent has the right to keep their student at their school of origin (school last attended when child became homeless), or transfer them to the boundary school of the address to where they are staying.
 - i. Explain the families rights under McKinney-Vento. [1-A]
4. Send email to enrollment and blind-copy transportation (include SPED, DLA, and 4K if applicable).
 - a. This email should include student number, school, address, and if the family is in need and eligible for transportation. [2-A]
5. If the family needs to change the address, FIT is able to change the address for the family over the phone (see address changes).
6. Tag students in IC under the Families in Transition tab and enter reason and date. [3]
7. Add students to Google document under lunch.

- a. The Google doc is structured to be entered as: Student's last name, first name, school, student number, then the Free/Reduced worker will timestamp the date and time that the information was printed.
- b. This document is separated by month.
8. Enter students into master list and put into appropriate school tabs.
9. Create label for family and place questionnaire in file. If student was FIT last year, combine the files from previous years and file in cabinet. File alphabetically in file cabinet.

Address Change for FIT Families

If a family comes into RUSD for an address change in person

1. The family completes the RUSD address change form.
2. Discuss placement of the student with the parent. The family has the right to keep the student at the school or origin (school last attended before becoming homeless), or attend the boundary school of the new address.
 - a. Explain the families rights under McKinney-Vento. [1-A]
3. The Enrollment Center will complete the address change and possible placement change within IC and notify school staff of the address change.
4. FIT emails transportation (SPED, DLA, and 4K if applicable) with updated contact information and request transportation if eligible. [2-A]
 - a. This email should include student number, school, new address and contact information, and if the family is in need and eligible for transportation.
5. Update the FIT tab notes section if the family moves to another location or becomes permanently housed by adding a note to the previously existing status. [3]
 - a. End date FIT tab if family becomes permanently housed.
 - b. This does NOT change their FIT status, as they can receive FIT services for the remainder of the year, it is just a way to document any changes.
6. Receive email from transportation about transportation information.
7. Call parent with updated transportation information if eligible (if applicable).
8. File address change form in the already created file for the family.

If a family calls the FIT Coordinator with the address change.

1. Family will call FIT Coordinator with new address.
2. Complete the address change form for the family.
3. Discuss placement of the student with the parent. The family has the right to keep the student at the school or origin (school last attended before becoming homeless), or attend the boundary school of the new address.
 - a. Explain the families rights under McKinney-Vento. [1-A]
4. If the family chooses to change the placement of the student, change the enrollment. (see Enrollment Changes).
 - a. If the student is switching schools mid-year, contact enrollment to ensure there

is room for the student at the school.

5. Complete the address change within IC. (see Address Changes in IC).
6. Send out an email to enrollment, school secretary, and blind-copy transportation (SPED, LEP, and 4K if applicable) stating there has been an address change. [2-B]
 - a. The email should include student number, school, new address.
7. Update the FIT tab notes section if the family moves to another location or becomes permanently housed by adding a note to the previously existing status. [3]
 - a. End date FIT tab if family becomes permanently housed.
 - b. This does NOT change their FIT status, as they can receive FIT services for the remainder of the year, it is just a way to document any changes.
8. Receive email from transportation about transportation information.
9. Call parent with updated transportation information if eligible (if applicable).
10. File address change form in the already created file for the family.

****Please note:** If a family becomes permanently housed during the school year, they have the right to continue receiving FIT services throughout the current school year. This includes transportation, free lunch, fee waivers, etc. The students will then attend the boundary school of their permanent address the next school year. Just be sure to notify the family that the students must attend the boundary school of the new address the next school year.**

Address Changes within IC

1. While in IC, click on the 'Index' tab > Census > Address Lookup
 - a. This will pull up a second window with Smartystreets. This website is used to confirm the address is correctly put into IC.
2. Go back to the 'Search' tab.
3. Search the family under 'household'.
4. Click on the family name that is in bolded font.
5. Under the 'Addresses' tab on the right, click 'Find New Address'.
6. Type in the address and click 'search'.
7. If addresses pop up on the right of the screen, click the one that matches what was shown on Smartystreets.
 - a. If no address pops up that matches Smartystreets, click 'New Address' on the bottom right of the screen.
 - i. Be sure to type in the address exactly as Smartystreets shows. This ensures not to duplicate or enter in incorrect addresses.
 - b. After you have typed in the address, click 'save'.
8. A box will pop up, prompting you to add a start date. Enter the current date and click 'save'.
9. Once you click 'save', IC will automatically end date the previous address.
10. Go back to the left side of the screen and re-search the family by clicking 'go'.
 - a. This will allow you to check that the address has been updated and saved

correctly.

11. Check to make sure the schools are connected with the household.
 - a. Click on the address in the household.
 - b. Under the 'Schools' tab, there should be an elementary, middle, and high school listed.
 - c. If no schools listed - you must add the schools by clicking 'New'.
 - i. The correct listing of schools can be found on Edulog by searching the address.
12. Be sure to update the enrollment for the following year in the boundary school (if IC has began to place students for the next school year).

Enrollment Changes

Contact the Enrollment Center for any questions

Enrolling back to the school of ORIGIN-before school starts. FIT students have the right to continue their schooling at the boundary school they attended when they became homeless. Each year, FIT students must reapply. Enrollment will switch all students to their boundary schools by end dating the school of origin and placing them at the boundary. It is the FIT Coordinator's job to assist the Enrollment Center in switching FIT approved enrollments to help with timeliness.

1. Double check that IC reflects the current school year. Located on the top left of IC.
2. Be in the correct school entity that is located next to the school year.
3. Click on the student's name and go into the 'Enrollment' tab.
4. Double click on the school that the student is currently enrolled in (the boundary school).
5. Double check that you are on the correct school that you need to delete.
6. Delete this enrollment.
7. Double click on the school of origin enrollment (which should only be end dated).
8. Erase the end date and adjust the start date to reflect the first day of school.
9. In the 'Start Comments' box, type "FIT", to document that this enrollment was FIT approved.
10. Send email to school secretary, enrollment, SPED, DLA and 4K (if needed) and blind copy transportation. [2]

Enrolling into the BOUNDARY school-before school starts. FIT students also have the right to be enrolled into their boundary school based off of their address that they are currently living in.

1. Double check that IC reflects the current school year. Located on the top left of IC.
2. Look up the address in EDULOG to find the correct boundary schools.
 - a. Go to rusd.org > New Families > Find Your School
3. Switch IC to the correct school entity.

4. Click the Enrollment tab.
5. Delete the already existing enrollment-be sure to double check that you are deleting the correct one.
6. Click 'New'
7. Double check that it reflects the correct school.
8. Enter in the required fields.
 - a. Start date: first day of school.
 - b. Grade: Grade that the student will be attending.
 - c. Service type: Primary
 - d. Start status: where the student came from.
 - i. If a student attended an RUSD school, select 00: last year, public school, same district.
9. Click 'save'.
10. Email enrollment, school secretary, (SPED, DLA, and 4K if applicable) and blind copy transportation [2].

Midyear Enrollment Changes. There are times where the family decides that they would like to have their child enrolled into the boundary school after a move.

11. Double check that IC reflects the current school year. Located on the top left of IC.
12. Look up the address in EDULOG to find the correct boundary schools.
 - a. Go to rusd.org > New Families > Find Your School
13. Switch IC to the correct school entity.
14. Click the Enrollment tab.
15. Click 'New'
16. Double check that it reflects the correct school.
17. Enter in the required fields.
 - a. Start date: the following school day.
 - b. Grade: Grade that the student is currently attending.
 - c. Service type: Partial
 - d. Start status: where the student came from.
 - i. Since the student is coming from an RUSD school: 21: Midyear transfer from a school in this district.
18. Click 'save'.
19. Email enrollment, school secretaries from both the sending and receiving school, (SPED, LEP, and 4K if applicable) and blind copy transportation [2].
 - a. Be sure to include what school the student is coming from and where the student will be attending.

Transportation of McKinney-Vento Students

Students who qualify for services under the McKinney-Vento Act have the right to continue their education at their school of origin and receive transportation if they are eligible. This also includes cross-district transportation. ****Busing MUST be set within 24-48 hours****

Busing within RUSD

The FIT program follows the transportation guidelines of RUSD. Meaning, if a student lives within 2 miles of the school, it is considered walking distance and the family is responsible for getting the students to school. If the student lives more than 2 miles from the school, busing or a city bus pass is provided. The only exceptions to this rule is if the student is required under their IEP to have transportation (determined by SPED), or if the walking is deemed hazardous or dangerous (determined by the Transportation supervisor).

FIT will cover the cost of 2 replacement city bus passes for FIT students. If the student needs more passes than the 2 free ones, the family must pay the \$5 replacement fee for a new bus pass.

Cross-District Transportation

If a family moves to another county due to homelessness, the students have the right to continue their education at their school of origin if it is within best interests [1] of the student. When a family would like to keep their students at the school of origin, it is the homeless liaison's job to contact the homeless liaison of the other district to set up busing. Typically, the district in which the family is currently staying will bring the student to school and the district where the student is attending school will bring the student home.

However, if one of the school districts is unable to provide a bus for the family, the other district may bus the student both ways. That district then bills the other district for half the transportation costs.

If you need to request cross-district transportation, email the homeless liaison and RUSD's transportation with the student's name, date of birth, address, parent contact information, school name, school address, and start and end times of the school.

If another district is requesting transportation, email back the liaison stating that the transportation is approved and forward the email onto RUSD's transportation and the Transportation supervisor. Be sure to print out this email and file it in the "Budget Binder".

Gas Cards

If busing is not available, or if the parent is willing to transport the student to school, the family may be reimbursed for the gas used to bring the student to and from school. This includes the distance from home to school and then school to home. The distance that the family drives

around without the student in the vehicle is not reimbursed.

The parent must sign a contract stating they understand that they are receiving reimbursement for the days that the student attends school. To figure out how much a family can receive in reimbursements, fill out the Gas Card Calculation worksheet. This looks at the student's attendance along with mileage to figure out the reimbursement. Once the amount is determined, Speedway has a GAS ONLY gift card that can be purchased. This makes it so the family must use the reimbursement on gas and not other items in the gas station. Have the parent sign that they have received the gas card and how much was given.

Half of the gas card fees may be given to the other district to pay.

File the gas card documentation in the "Budget Binder".

Field Trip Fee Waivers

The FIT program does have a small budget to help FIT students pay for field trips. It is always asked that families do their best to pay for the fee first. If the family is unable to pay or asks for help, FIT can cover the fee.

In order to cover the fee, the 'Field Trip Form' [4] must be completed by the school secretary or school social worker. The form must include:

- Student Number
- Costs of the field trip broken down between admission and busing
- Reservation Confirmation from the place in which the field trip will be held

Once that form is received, a check request form must be completed. This can be found on the employee portal. To find the check request template, enter the employee portal, go to the top left under ASC Offices, click on 'Budget and Finance', under Shared Documents, click 'Dept Forms', click 'Check Request Template'. A new screen will pop up. Fill in the information accordingly. Be sure to separate the field trip admission with the busing fee. These account numbers can be found in the budget binder. Once completed, print out the form, sign under 'Title/Grant Approval', and give the documentation and form to Budget and Finance. Keep a copy of the forms and file in the 'budget binder'.

Title I Teacher

The FIT program has a full time Title I teacher to help aid in the education of homeless students who are below grade level in reading or math. Students are seen on a weekly basis. It is the Title I teacher's job to work with the teachers of identified students to lend support. Once a time has been agreed upon, students are pulled once a week for approx. 20-45 minutes to work with them in areas of weakness. These services are conducted by a licensed Title I teacher to all qualified students. These students include grades EC-8th grade in both reading and math in all Non-Title elementary and middle schools.

- One area of assistance is that of aiding in the subjects of reading or math. Math assistance is offered using supportive materials from the classroom teacher. Assistance in reading is first assessed using the Fountas and Pinnell reading assessment. Once a student has been assessed and leveling is determined, instruction is followed using the Scholastic Guided Reading Program series available in each school as curriculum.
- The Scholastic Guided Reading Program is a varied collection of books that are categorized by the kind and level of challenge they offer children as they are learning to read. The Guided Reading Program consists of books organized into 26 levels of difficulty. This series supports students reading at and slightly above his/her reading level so that reading deficits can be closely monitored and improved upon.

Students are chosen based on need. This need is determined by a variety of testing and teacher recommendation. Those who do not receive educational services will still be checked in on. This means that the Title I teacher will be working closely with the classroom teacher to see if the student's need has changed or is in need of any assistance. If a student is already receiving SPED services and it is decided that the student does not need service by the Title I teacher, that student will not be seen, but the Title I teacher will still be checking with the classroom teacher.

The family can choose to waive this service. If the family chooses to waive this service, a tutor waiver form must be completed. This form is sent to the tutor as well as the FIT Coordinator. This form must be filed in the tutor waiver file.

FAFSA for Unaccompanied Youth

If a student is an unaccompanied youth, it can be difficult for the student to get the parent/guardian's tax information to complete the FAFSA for financial aid for college. If the student is an unaccompanied youth, they are able to bypass inputting their parent/guardian's tax information on the FAFSA. The FIT Coordinator can complete a form stating the student is an unaccompanied youth. This form is then given to the school counselor who will then help the student complete the FAFSA. [5]

Cap and Gown Purchase

If there are no used cap and gowns available, FIT will purchase a cap and gown for a student if they are

identified as homeless.

How else does FIT help families?

FIT also provides additional services to families. These include:

- School supplies
- Temporary bus passes for families to attend school events such as conferences.
- Reminder mailings that will be sent out to the home to remind families of upcoming conferences, school activities, and to re-apply for FIT for the next year.
- Information on community resources in the area that could help the family. This can include, but is not limited to:
 - Workforce Solutions to help with FoodShare, Medicaid, child care, energy assistance, employment and educational opportunities for the parent/guardian, etc.
 - Shelters
 - Community resources who help with housing costs
 - Clothing and food banks
- FIT can also complete a Goodwill Voucher for the family. This should only be used in emergency situations. If awarded, the family can spend the allotted funds on anything that is available for purchase at Goodwill. It is not a guarantee that the family will be approved. It is the FIT Coordinator's job to complete the application and send it to Goodwill.
 - FIT is only allowed to send in 2 referrals a month
 - Goodwill will notify the FIT Coordinator within 10 days of them receiving the referral
 - The Goodwill Cares program is meant to be used on an emergency basis/one-time only. If the individual or family is still in need, they may reapply but only AFTER six months from date of the current voucher. If FIT continues to reapply every six months for the same individual, Goodwill will need to know more about the situation.

Dispute Process

The McKinney-Vento Act has established criteria for families identified as Families in Transition (FIT). In accordance with the Act, the Racine Unified School District (RUSD) has established a process for FIT families to address disputes, in the event that one of the following services have been violated:
[6]

- **School Selection/Enrollment**
 - School of Origin: the school the student attended when permanently housed, or
 - The School in which the child or youth was last enrolled, or
 - School of Residence: the school in the attendance area in which the student resides.

- **Transportation**
 - Students residing two miles or more from their home school or on a street deemed hazardous are eligible for transportation.
 - Walkers are students living within two miles of the school they are attending.
 - Homeless students who live within the school's busing boundary will receive the same transportation services as other students living within the school's busing boundary.
 - Homeless students temporarily living outside the school's busing boundary will receive transportation services such as a school bus assignment, or a bus pass to the school of origin, for the duration of homelessness.

- **Lunch/School Fees**
 - Upon enrollment in FIT, students will automatically be enrolled in free and reduced lunch and school related fees will be waived.

Service(s) will be maintained until such time that the dispute is resolved.

The FIT Coordinator shall assist the parent, guardian, or unaccompanied youth with the dispute process as expeditiously as possible after being informed of the parent, guardian, or unaccompanied youth's disagreement with the services being provided to the student.

The following procedure will be followed if a parent, guardian or unaccompanied youth indicates there has been a violation in services as outlined by the McKinney- Vento Act:

Level I - Informal Complaint to Families in Transition (FIT) Coordinator

- The FIT Coordinator will make every effort to resolve the complaint at Level I,
 - McKinney-Vento Dispute (form 1), Written Notification of Placement/Enrollment Decision, will be completed by the FIT Coordinator. This form notifies the parent, legal guardian, or unaccompanied youth of the approval or denial of the request(s), notice that the decision may be appealed.
- If the complaint cannot be resolved at Level I the FIT coordinator should proceed to

Level II.

- The FIT Coordinator will provide the parent, legal guardian, or unaccompanied youth with the appeal process package which includes:
 - Completed McKinney-Vento Dispute (form 1), written notification of decision
 - Notice of the right to appeal Level I decision and move to Level II (form 2) dispute information will be provided.
 - Copy of the FIT Dispute Process
- The parent, legal guardian, or unaccompanied youth must start the appeal process by completing and submitting Form 2, Request for Level II dispute to the FIT Coordinator.

Level II - Formal Complaint to Student Services Director

- The director of school climate and student support, or designee, within five (5) working days of receipt of the formal dispute, will meet with the person(s) initiating the dispute, review the information, and consider what factors impact the best interest of the child.
- The director of school climate and student support, or designee, will provide to the parent, legal guardian, or unaccompanied youth, with five (5) working days, of the meeting:
 - A written explanation of the decision regarding school selection or enrollment; and
 - If the request is denied, a notice of the right to appeal Level II decision and move to Level III (form 3) dispute information will be provided.

Level III - Formal Complaint to the Office of the Deputy Superintendent

- The Deputy Superintendent, or designee, shall decide the appeal on an expedited basis within thirty (30) days of receipt of the student services decision. The Deputy Superintendent, or designee, will provide the complainant with the following:
 - Written explanation of the decision
 - If the request is denied, a notice of the right to appeal Level III decision and move to Level IV (form 4) dispute information will be provided.

Level IV- Formal Complaint to the Superintendent

- The parent, legal guardian, or unaccompanied youth may appeal the Deputy Superintendent decision to the Superintendent.

If exhausted all local level options parent, legal guardian, or unaccompanied youth have the right to appeal the Superintendent by disputing statewide to the Department of Instruction, State Superintendent who will carry out their dispute process expeditiously to resolve the dispute.

Important Contacts

RUSD Contacts

FIT office phone: 262-619-4620

Director of Student Services: 262-631-7190

Student Services Secretary: 262-631-7181 or 262-631-7176

Enrollment: 262-631-7194

Transportation: 262-631-7138

DLA: 262-631-7108

Shelters

HALO: 262-633-3235 x213 x104

Women's Resource Center: 262-633-3274

Safe Haven: 262-637-9557

Dover Healing House: 262-878-1238

DPI- State Homeless Children and Youth Coordinators

Kristine Nadolski

kristine.nadolski@dpi.wi.gov

608-267-7338

Karen Rice

karen.rice@dpi.wi.gov

608-267-1284

APPENDIX

[1] **Best interest** is determined by the Local Education Agencies (LEAs) and the homeless liaison. It is typically best interest to keep homeless students in their schools of origin, to the extent feasible, unless this is against the parents' or guardians' wishes. The LEA and homeless liaison can also look at the time the student spends on the bus to get to school, for example, it may not be within the child's best interest if they have to get on the school bus at 5:00 in the morning and be on a school bus for two hours to get to their school of origin. Transportation costs CANNOT be looked at while determining best interest for the student.

[1-A] The McKinney-Vento Act is attached to the end of the SOP.
<https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

[2]

A. *If IC already had the correct address/placement:* SUBJECT LINE : "FIT 123456 : 2018-19"

123456 - Julian Thomas **SPED**

This student is FIT.

789 Main St.

IC is up to date.

Busing needed.

(or not eligible for busing)

B. *If address was just changed:* SUBJECT LINE : "FIT 123456 New address/Same(or new)
Placement : 2018-19"

123456 - Julian Thomas **SPED**

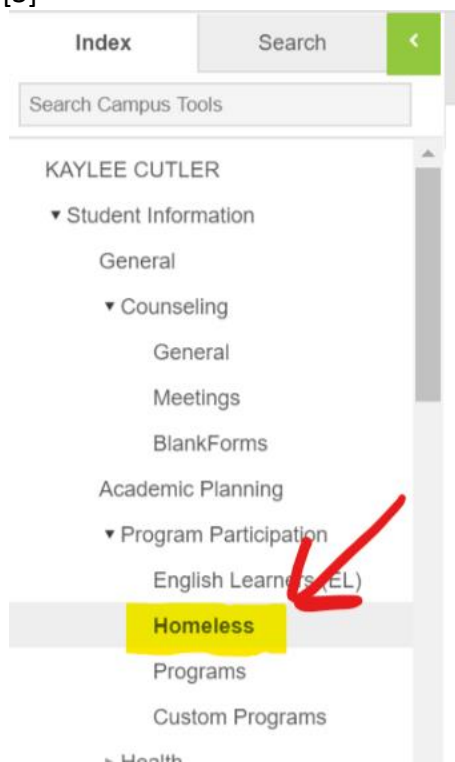
New address: 1234 Main St.

IC is up to date.

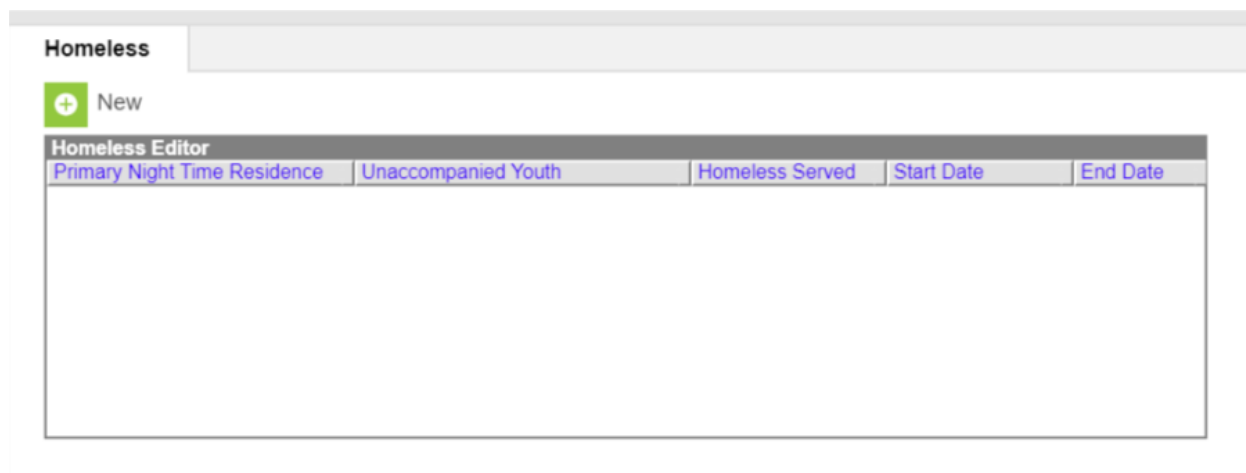
Busing needed.

(or not eligible for busing)

[3]



The 'FIT Tab' is located under INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > HOMELESS



Click 'NEW'

Homeless Detail	
Primary Night Time Residence	Unaccompanied Youth Homeless Served
N: Not Applicable**	No: No <input type="checkbox"/>
*Start Date	End Date
<input type="text"/>	<input type="text"/>
District Defined Elements	
Comments	
<input type="text"/>	

Primary Nighttime Residence - reason why family is identified (doubled up, hotel, etc)

Unaccompanied Youth - Mark 'Yes' if the student is identified as an unaccompanied youth

Homeless Served - DPI and RUSD do not require this information. Leave blank.

Start Date - day you identified the family as homeless

End Date - day the family becomes permanently housed (if still homeless, end date will be end of school year)

Comments - who/where the family is living. This information will also be updated each time the family moves.

[4] The Field Trip form is attached at the end of the SOP.

[5] Example FAFSA letter attached at the end of the SOP.

[6] Dispute forms attached at the end of the SOP.

[7] Example reminder letter is attached - this letter must be mailed to families in July.

ACRONYMS

DPI - Department of Public Instruction

FIT - Families in Transition

SPED - Special Education

RUSD - Racine Unified

IC - Infinite Campus

ELL/LEP - English Language Learners/Limited English Proficiency

DLA - Department of Language Acquisition (ELL/LEP/Dual Language Department)