**Sample End-of-Year Reverification Letter**

**Instructions for Using This Template**

The McKinney-Vento Act requires local educational agencies (LEAs) to provide continued enrollment and transportation for students for the duration of homelessness and for the remainder of the academic year in which families become permanently housed. McKinney-Vento designations should be revisited at the end of each year so that, for example, families who have become permanently housed are provided with assistance transferring to the new local LEA at the end of the school year, and any dispute about the student’s continued eligibility under McKinney-Vento can be resolved before the start of the next school year.

Communication between an LEA and a parent about a student’s continued McKinney-Vento eligibility should be done with sensitivity. Below are some best practices for districts:

* Revisit McKinney-Vento determinations for all students at the end of the year and possibly earlier if information comes to light that a student’s housing status has changed.
* Revisit all McKinney-Vento designations to avoid making families feel singled out, even if some situations may be clearer than others.
* Be transparent about the process from the beginning. Let families know at the time of designation that McKinney-Vento eligibility determinations for all students are revisited at the beginning and the end of each academic year. Advance notice that the designation will be revisited may alleviate potential feelings of anxiety or mistrust that the parent may have.
* Explain to families at the time of designation that shared housing situations that were originally meant to be temporary may become permanent with time.
* Send parents the attached *Reverification Template Letter* and a new *Housing Questionnaire* to allow them to self-identify. Make sure that parents know that this process applies to all students that are designated as McKinney-Vento eligible**. Before sharing any part of this document, place both the letter and Questionnaire on LEA letterhead, delete or update all red font areas, and provide the most up-to-date McKinney-Vento Liaison contact information.**

If there is a question about the student’s continued McKinney-Vento eligibility, make sure it is addressed as soon as possible. If a dispute arises about the student’s continued eligibility for the following school year, make sure the dispute is resolved over the summer to minimize any potential disruptions in the student’s education as well as any potential disruptions to the school community.

Please note, information about the living situation of a student who is homeless (e.g., homeless status, temporary address) is considered a part of the student’s educational record and may not be disclosed as directory information. This means that the school may not disclose the address where the student is temporarily living or the temporary housing status of a student who is homeless to a third party (e.g. landlord) without the consent of the parent.

Liaisons must ensure a smooth transition for students who are no longer McKinney-Vento eligible and connect them with supports to which they are entitled (for example, Title I services, services for English Language Learner, special education services, attendance improvement/dropout prevention services, academic intervention services, etc.). Research has shown that formerly homeless students have rates of chronic absenteeism and low proficiency rates on statewide assessments, similar to students who are currently experiencing homelessness.

**[LEA NAME]
McKinney-Vento End-of-Year Reverification Letter
TEMPLATE**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Each year, [LEA Name] asks for updated address and housing information for students who receive services under the McKinney-Vento Act, which is a federal law that supports students in temporary housing. Your updated housing information will help us determine if [child’s name/you], [is/are] still eligible for services such as continued enrollment, transportation for students temporarily living outside of the LEA, and other programs [list specific programs such as free meals or Title I services if the family may not otherwise qualify, or other LEA interventions for students in temporary housing]. Even if you have moved into permanent housing, [your child/you] can stay in [his/her/your] current school and get transportation to that school ***for the rest of the school year.***

The information on the questionnaire about your housing will be kept private and is protected under the Family Educational Rights and Privacy Act (FERPA).

Please fill out the enclosed *Housing Questionnaire* and return it to us at:

[Insert LEA Address]

Email Address

Fax Number

Thank you for your time and consideration in helping us update our records.

Sincerely,

**[LEA NAME]
Sample Housing Questionnaire**

The McKinney-Vento Act requires Local Education Agencies (LEAs) to provide continued enrollment and transportation for students for the duration of homelessness, the remainder of the academic year in which families become permanently housed.

McKinney-Vento designations should be revisited at the end of each year so that, for example, families who have become permanently housed are provided with assistance transferring to the new local school LEAs at the end of the school year, and any dispute about the student’s continued eligibility under McKinney-Vento can be resolved before the start of the next school year.

**Please complete the information below:**

**Child(ren)’s Name(s):**

**Address:**

**Phone Number:**

**Please check one of the following boxes:**

* **Permanent Housing** (Student who is living in a fixed, regular, and adequate housing situation)
* **Temporary Living Situation** (Trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living space)
* **Doubled Up** (With another family or other person because of loss of housing or as a result of economic hardship)
* **Shelter** (Emergency or transitional shelter)
* **Hotel/Motel** (Living in what is NOT an emergency or transitional shelter and involves payment)

[LEA Name] may contact you about the information you provide on the Housing Questionnaire. If you have questions about your housing status or your child’s eligibility under the McKinney-Vento Act, please contact [McKinney-Vento Liaison Name], the McKinney-Vento liaison for the LEA, at [phone number and email address].