The County Superintendent of Schools shares the County Board of Education's belief that the identification of homeless students is critical to improving the educational outcomes of such students and desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the county. The County Superintendent incorporates by reference the County Board’s policy on Education for Homeless Children.

The County Superintendent or designee shall ensure that each school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the County Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to the parents/guardians of all students and all unaccompanied youths and shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the county as identified from the housing questionnaire. (Education Code 48851)

If the primary language of a student’s parent/guardian or an unaccompanied youth is not English, the housing questionnaire shall be made available in the primary language of the student’s parent/guardian or the unaccompanied youth pursuant to Education Code 48985 or an appropriate translation of the housing questionnaire shall be provided to the student’s parent/guardian or an unaccompanied youth upon request. (Education Code 48851)

Information about a homeless student's living situation shall be considered part of the student's educational record, subject to the Family Educational Rights and Privacy Act. Such information shall not be deemed to be directory information, as defined in 20 USC 1232g, and shall not be released without the written consent of the student’s parent/guardian or the student, if an unaccompanied youth. (42 USC 11432)

At least annually, the Yuba County Office of Education (YCOE) liaison and other appropriate staff shall participate in professional development and other technical assistance activities geared toward identifying and meeting the needs of homeless students, including, but not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps
that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the YCOE liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all students. (Education Code 48850, 48853; 42 USC 11432)

Yuba County Office Liaison for Homeless Students

The County Superintendent designates the following staff person as the YCOE liaison for homeless students: (42 USC 11432)
The YCOE liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies.

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, YCOE schools and/or programs.

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the YCOE.

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children.

6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below.

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice.

9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment...
personnel, and specialized instructional support personnel, receive professional development and other support.

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the YCOE liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090.

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law.

In addition, when notified pursuant to Education Code 48918.1, the YCOE liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the YCOE liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The County Superintendent or designee shall inform the parents/guardians of homeless children and youth, unaccompanied youth, school personnel, service providers, and advocates working with homeless families of the duties of the YCOE liaison. The County Superintendent or designee shall also provide the name and contact information of the COE liaison to CDE for publishing on CDE's web site. (42 USC 11432)

**Enrollment**

The YCOE shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the YCOE shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)
In the case of an unaccompanied youth, the YCOE liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

2. Does not have clothing normally required by the school, such as school uniforms

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the YCOE liaison for homeless students. The YCOE liaison shall assist the parent/guardian, or the student if the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the school requested by the student's parent/guardian or the student, if an unaccompanied youth, the County Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that a homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is not within the jurisdiction of the YCOE, the student shall be allowed to continue to the school designated for matriculation by the YCOE.

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)
1. Through the duration of the school year if the student is in grades K-8
2. Through graduation if the student is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the YCOE liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:
1. A description of the action proposed or refused by the YCOE
2. An explanation of why the action is proposed or refused
3. A description of any other options the YCOE considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the YCOE’s decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the YCOE liaison and state coordinator, and a brief description of the roles of each

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The YCOE liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the YCOE liaison shall:
1. Inform them that they may provide written and/or oral documentation to support their position

2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved

3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process

4. Provide them a copy of the dispute form they submit for their records

5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the YCOE liaison's enrollment decision, the decision may be appealed to the County Superintendent. The County Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the YCOE’s placement decision to CDE, the COE liaison shall forward all written documentation and related paperwork to CDE’s Homeless Education Program.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

**Transfer of Coursework and Credits**

When a homeless student transfers into a YCOE school or program, the YCOE shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school, and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the previous school. However, the YCOE may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the YCOE finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student
shall be included on the student's official transcript within two business days of the YCOE’s notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the YCOE prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established by the County Board and/or County Superintendent, as applicable.

However, when a homeless student who has completed the second year of high school transfers into a YCOE school or program, the student shall be exempted from all YCOE-adopted coursework and other YCOE-established graduation requirements, unless the County Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the County Superintendent or designee shall notify the student, the person holding the right to make educational decisions for the student, and the YCOE liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the County Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the YCOE shall use either the number of credits the student has earned as of the date of the transfer or the length of the school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The County Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The YCOE shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the YCOE liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school or out of the YCOE school or program. (Education Code 51225.1)
If the YCOE determines that a homeless student is reasonably able to complete YCOE graduation requirements within the fifth year of high school, the County Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student, of the option available to the student to remain in school for a fifth year to complete the YCOE’s graduation requirements and how that will affect the ability to gain admission to a postsecondary educational institution

2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student if under 18 years of age, permit the student to stay in school for a fifth year to complete the YCOE’s graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any YCOE school or program shall have access to extracurricular and enrichment activities that are available to all students in the school or program. (Education Code 48850)

Notification, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the YCOE has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the COE’s Uniform Complaint Procedures.

The County Superintendent or designee shall ensure that a list of the YCOE liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the YCOE’s web site. (Education Code 48852.6)

Each YCOE school that has a web site shall also post the contact information for the YCOE liaison and the name and contact information of any employee or other person under contract with the school who assists the YCOE liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)
### Federal

<table>
<thead>
<tr>
<th>Description</th>
<th>Architectural Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid; definitions</td>
<td>20 USC 1087vv</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA) of 1974</td>
<td>20 USC 1232g</td>
</tr>
<tr>
<td>Individuals with Disabilities Education Act</td>
<td>20 USC 1400-1482</td>
</tr>
<tr>
<td>State plan</td>
<td>20 USC 6311</td>
</tr>
<tr>
<td>McKinney-Vento Homeless Assistance Act</td>
<td>42 USC 11431-11435</td>
</tr>
<tr>
<td>Cranston-Gonzalez National Affordable Housing Act; state and local strategies</td>
<td>42 USC 12705</td>
</tr>
</tbody>
</table>

### Management Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>Architectural Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Credit Model Policy and Practice Recommendations</td>
<td>California Child Welfare Council</td>
</tr>
<tr>
<td>Homeless Education Dispute Resolution Process, March 2020</td>
<td>California Department of Education</td>
</tr>
<tr>
<td>2021-22 Federal Program Monitoring Instrument, May 2021</td>
<td>Publication</td>
</tr>
<tr>
<td>Homeless Education Dispute Resolution Process, January 30, 2007</td>
<td>National Center for Homeless Education</td>
</tr>
<tr>
<td>Homeless Liaison Toolkit, 2020</td>
<td>Publication</td>
</tr>
<tr>
<td>Education for Homeless Children and Youths Program, Non-Regulatory Guidance, August 2018</td>
<td>U.S. Department of Education Guidance</td>
</tr>
<tr>
<td>Dear Colleague Letter, July 27, 2016</td>
<td>Website</td>
</tr>
<tr>
<td>National Homelessness Law Center</td>
<td>Website</td>
</tr>
<tr>
<td>University of California</td>
<td>Website</td>
</tr>
<tr>
<td>U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities</td>
<td>Website</td>
</tr>
<tr>
<td>National Law Center on Homelessness and Poverty</td>
<td>Website</td>
</tr>
<tr>
<td>National Center for Homeless Education at SERVE</td>
<td>Website</td>
</tr>
<tr>
<td>California State University</td>
<td>Website</td>
</tr>
<tr>
<td>California Interscholastic Federation</td>
<td>Website</td>
</tr>
<tr>
<td>California Department of Education, Homeless Children and Youth Education</td>
<td>Website</td>
</tr>
<tr>
<td>California Community Colleges</td>
<td>Website</td>
</tr>
<tr>
<td>California Child Welfare Council</td>
<td>Website</td>
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</tbody>
</table>

### State

<table>
<thead>
<tr>
<th>Description</th>
<th>Architectural Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform complaint procedures</td>
<td>5 CCR 4600-4670</td>
</tr>
<tr>
<td>Payment of transportation costs by parents</td>
<td>Ed. Code 39807.5</td>
</tr>
<tr>
<td>Academic achievement of students in foster care and homeless children</td>
<td>Ed. Code 48850</td>
</tr>
<tr>
<td>Identification of homeless children and youths and unaccompanied youths; housing questionnaire</td>
<td>Ed. Code 48851</td>
</tr>
<tr>
<td>Local educational agency liaison for homeless children and youths</td>
<td>Ed. Code 48851.5</td>
</tr>
<tr>
<td>Notice of educational rights of homeless students</td>
<td>Ed. Code 48852.5</td>
</tr>
<tr>
<td>Web site posting of information regarding homelessness</td>
<td>Ed. Code 48852.6</td>
</tr>
<tr>
<td>Education of homeless students; immediate enrollment</td>
<td>Ed. Code 48852.7</td>
</tr>
</tbody>
</table>
### Definitions

- **Ed. Code 48859**: Definitions
- **Ed. Code 48915.5**: Recommended expulsion, homeless student with disabilities
- **Ed. Code 48918.1**: Notice of recommended expulsion
- **Ed. Code 48985**: Notices to parents in language other than English
- **Ed. Code 51225.1-51225.3**: Graduation requirements
- **Ed. Code 52052**: Accountability; numerically significant student subgroups
- **Ed. Code 52060-52077**: Local control and accountability plan

### Cross References

#### Code
- **0410**: Nondiscrimination In County Office Programs And Activities
- **0415**: Equity
- **0460**: Local Control And Accountability Plan
- **0470**: COVID-19 Mitigation Plan
- **0500**: Accountability
- **1113**: County Office Of Education And School Web Sites
- **1113**: County Office Of Education And School Web Sites
- **1400**: Relations Between Other Governmental Agencies And The Schools
- **3250**: Transportation Fees
- **3250**: Transportation Fees
- **3260**: Fees And Charges
- **3260**: Fees And Charges
- **3515.4**: Recovery For Property Loss Or Damage
- **3515.4**: Recovery For Property Loss Or Damage
- **3541**: Transportation Routes And Services
- **3550**: Food Service/Child Nutrition Program
- **3550**: Food Service/Child Nutrition Program
- **3553**: Free And Reduced Price Meals
- **3553**: Free And Reduced Price Meals
- **4131**: Staff Development
- **4231**: Staff Development
- **4331**: Staff Development
- **5111**: Admission
- **5111.1**: County Residency
- **5111.1**: County Residency
- **5113.1**: Chronic Absence And Truancy
- **5113.1**: Chronic Absence And Truancy
- **5125**: Student Records
- **5125**: Student Records
- **5125.1**: Release Of Directory Information
- **5125.1**: Release Of Directory Information
- **5132**: Dress And Grooming
- **5132**: Dress And Grooming
5141.26 Tuberculosis Testing
5141.31 Immunizations
5141.31 Immunizations
5141.32 Health Screening For School Entry
5141.6 School Health Services
5141.6 School Health Services
5144.1 Suspension And Expulsion/Due Process
5144.1 Suspension And Expulsion/Due Process
5144.2 Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6 Parental Notifications
5148.2 Before/After School Programs
5148.2 Before/After School Programs
5148.3 Preschool/Early Childhood Education
5148.3 Preschool/Early Childhood Education
6011 Academic Standards
6143 Courses Of Study
6143 Courses Of Study
6145 Extracurricular And Cocurricular Activities
6145 Extracurricular And Cocurricular Activities
6145.2 Athletic Competition
6145.2 Athletic Competition
6146.1 High School Graduation Requirements
6146.1 High School Graduation Requirements
6146.3 Reciprocity Of Academic Credit
6146.3 Reciprocity Of Academic Credit
6159 Individualized Education Program
6159 Individualized Education Program
6159.1 Procedural Safeguards And Complaints For Special Education
6159.1 Procedural Safeguards And Complaints For Special Education
6159.3 Appointment Of Surrogate Parent For Special Education Students
6159.3 Appointment Of Surrogate Parent For Special Education Students
6162.51 State Academic Achievement Tests
6162.51 State Academic Achievement Tests
6164.2 Guidance/Counseling Services
6171 Title I Programs
6171 Title I Programs
6172 Gifted And Talented Student Program
6172 Gifted And Talented Student Program
6173.1 Education For Foster Youth
6173.1 Education For Foster Youth

AR 6173
6174  Education For English Learners
6174  Education For English Learners
6177  Summer Learning Programs
6178  Career Technical Education
6179  Supplemental Instruction
6190  Evaluation Of The Instructional Program