

Enrollment of Homeless and Foster Care Students

When the parent or guardian of a homeless or foster care student seeks to enroll in a Wayne County School the following procedures will be implemented.

Action	Person Responsible	Timeline	Documentation
Consult with the parent, guardian or adult student to determine prior district of enrollment, any available educational records including, but not limited to immunizations, birth certificate or affidavit, and special education records (504/IEP), etc. and complete the enrollment process.	Principal or Designee	Date of Enrollment	Enrollment Packet (which includes WCS Student Residency Form)
Enroll provisionally and arrange for homebound services if immunization records are unavailable. Contact previous district, consult local health department, and research WVSIIS to ascertain immunization status. Coordinate immunization plan with local health department or provider.	Principal, School Nurse	Date of Enrollment	Enrollment History Immunization Records
Notify Transportation Department of student residence, school of enrollment, and any special arrangements required by WVDE policy 4110 relevant	Principal or Designee Transportation Director	Date of Enrollment	Enrollment packet, Student Residency Form

to transportation to the school of origin.			
Notify the Homeless Liaison (Attendance Director) and/or Title I Director of the homeless status of student. Complete/Submit McKinney-Vinto request for allocation of Title I set-aside funds.	Principal or Designee	As soon as possible upon enrollment but within no greater than two school days.	Student Residency Form McKinney-Vinto Request for Aid
Consult/coordinate with parent/guardian or other entities and agencies providing services to ensure appropriate health care, dental and mental health services/referrals if need be.	Principal, Attendance Director/Homeless Liaison, School Nurse, School Social Worker, Mental Health Specialist, or School Counselor	Within two days of enrollment	Documentation of request for records
Consult with the parent/guardian or adult student. For students enrolling from outside of the state, conduct an EC Determination. Meeting if adequate records to determine eligibility for WV.	Principal, Special Educator, Office of Special Programs	Within two days of enrollment	Memorandum of Conference documenting parent consultation Eligibility determination
Initiate FAPE (comparable special education and related services based on information from the parent and/or IEP/504 from previous school/state) *pending evaluation/eligibility if not determined*	Principal, Special Educator, Related Service Providers, Office of Special Programs	Within one day of parent or adult student consultation	Memorandum of Conference
Adopt the previously held IEP/504 or develop and implement a new IEP.	Principal, Special Educator, Related Service Providers	Within 10 days of the parent or adult student consultation	IEP, Data Management Sheet, Memorandum of Conference, Transportation Attachment

If evaluation information is not provided or is insufficient to determine eligibility, conduct an evaluation to determine initial eligibility in the state of WV.	School Psychologist, Multi-Disciplinary Eligibility Team, Office of Special Programs	Initial evaluation timelines apply	Consent for evaluation, Evaluation Reports, Eligibility Determination
Determine eligibility	Principal, MDET, EC	Within 80 days of consent	EC Meeting Notice, Eligibility Committee Report
Develop IEP/504 based upon evaluation results	Principal, IEP/504 Team	Within 30 days of eligibility determination	IEP or Amendment
Notify Director of Special Education of out of district students with disabilities placed in foster care for state reporting purposes.	Principal, Case Manager	April/Annually	Out of County Enrollment Submission

Note: If student is returning to WV, having previously been determined eligible and served in special education consistent with 2419 regulations, a new evaluation to determine eligibility is not required. However, the IEP team should be convened to review/revise/adopt a current IEP based upon services provided from the sending district/state. Pay particular attention to annual and triennial review timelines and develop a reevaluation plan IF the student is past due for reevaluation or will be due for reevaluation within the next year.