

MEXICO ACADEMY AND CENTRAL SCHOOL DISTRICT
16 Fravor Rd. Suite A
Mexico NY 13114
315-963-8400 ext. 5400
315-963-5801 (fax)

Change of Address Form

Mexico High School
3338 Main Street
Mexico, NY 13114

Mexico Middle School
16 Fravor Rd
Mexico, NY 13114

Mexico Elementary
26 Academy Street
Mexico, NY 13114

Palermo Elementary
1638 County Rte 45
Fulton, NY 13069

New Haven Elementary
PO Box 119
New Haven, NY 13121

Please complete form and return to Student's School.

Name of Student _____ Grade _____

New Mailing Address _____

New Residential Address _____

New Phone Number Home _____ Cell _____

Parent(s)/Guardian(s) of Student _____

List All People Residing At Location _____

Effective Date _____

Please provide 2 proofs of residency with updated form:

1. Lease Agreement, Home Purchase Agreement, Rental Agreement, Notarized Statement, Mortgage
2. Telephone/Cell Phone Bill, Electric Bill, Heating Fuel Bill, Vehicle Insurance, Home Insurance, Vehicle Registration, etc.

MEXICO ACADEMY AND CENTRAL SCHOOL BUS INFORMATION

- Check One:** New Student
 Returning Student
 Current Student Changing Schools Within the District

Student's Name: _____

Home Phone: _____ Male Female **Date of Birth:** _____

Residence Address: _____

Mailing Address: _____

Looking at Your Home

-Who is your neighbor or what landmark is on your left?

-Who is your neighbor or what landmark is on your right?

Name of Adults in the Home

#1 _____ Relationship _____

#2 _____ Relationship _____

Name of Emergency Contact _____ **Phone#** _____
Relationship _____

Will Your Child be Bused to a Daycare Provider? Yes No

Name of Provider: _____

Address of Provider: _____

Phone of Provider: _____ AM Only PM Only Both AM & PM

FOR SCHOOL USE ONLY

Date Entered: _____ **Student ID Number:** _____

Grade: _____ **Teacher:** _____

Pick-up Bus Number: _____ **Dismissal Bus Number:** _____

Mexico Elementary Palermo Elementary New Haven Elementary

Mexico Middle School Mexico High School

7/2019

MEXICO CENTRAL SCHOOL – EMERGENCY INFORMATION

Complete the Following Information and Return to the School Office Immediately.

(Please Print Legibly)

Student's Name _____
Last Name First Name

Teacher's Name _____ Grade _____ Room # _____

Residential Address _____

Mailing Address (if different) _____

Email Address _____ Bus # _____ AM _____ PM

1st Parent/Guardian _____

Home Phone # _____ Cell # _____ Work # _____

Employer's Name/Address _____

2nd Parent/Guardian _____

Home Phone # _____ Cell # _____ Work # _____

Employer's Name/Address _____

Does Your Child Go To A Daycare Provider AM () Yes () No PM () Yes () No

Providers Name _____

Providers Address _____

Providers Phone # _____

The following people have my permission to pick up my child at any time (Photo ID may be required). We will release your child ONLY to the following adults.

- 1. _____ Relationship _____ Phone _____
- 2. _____ Relationship _____ Phone _____
- 3. _____ Relationship _____ Phone _____

The following information will be used if school closes early for any reason. We are **NOT ABLE TO NOTIFY** you when school closes early. Listen to your TV and radio for closing information. Please remember that the alternate destination must be in the area that is served by the elementary buses.

CHOOSE ONE (1) A OR B

When school dismisses early for any reason, please send my child to the following destination:

- A. _____ Home on Bus # _____
- B. _____ Alternate destination on Bus # _____

To _____

St/Rd/Town _____ Phone # _____

Parent's Signature

Date



MEXICO ACADEMY & CENTRAL SCHOOL

Inspiring Excellence and Leadership in All!

STUDENT RESIDENCY QUESTIONNAIRE

Name of School: _____

Name of Student: _____
Last First Middle

Gender: _____ Male _____ Female _____
Date of Birth: _____ / _____ / _____
Month Day Year Grade: _____
(preschool-12)

Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____
- In permanent housing

Print name of Parent, Guardian, or Student
(for unaccompanied homeless youth)

Signature of Parent, Guardian, or Student
(for unaccompanied homeless youth)

Date

Forward to: Carolyn Maloney - Mexico High School

I certify the above-named student qualifies for services under the provisions of the McKinney-Vento Act.

McKinney-Vento Liaison Signature

Date

**ACADEMIA Y ESCUELA CENTRAL DE MEXICO
CUESTIONARIO DE IMPLANTACION**

Nombre de Escuela: _____

Nombre de Estudiante: _____

Apellido

Primer Nombre

Segundo Nombre

Genero: Hombre

Fecha de Nacimiento: ___ / ___ / ___

Grado: _ _ _

Mujer

Mes

Dia

Año

(jardin de in/antes - 12)

Dirección: _____ Teléfono: _____

La respuesta que usted de abajo ayudara al distrito a determinar cuales servicios su niiiio pueda ser capaz de recibir conforme al Acto de McKinney-Vento. Los estudiantes que son protegidos conforme al Acto de McKinney-Vento tienen derecho a la inscripción inmediata en la escuela aun si ellos no tengan los documentos necesario, como la prueba de residencia, archivos escolares, archivos de inmunizacion, o partida de nacimiento. Los estudiantes que son protegidos conforme al Acto de McKinney-Vento tambien pueden tener derecho a el transporte gratuito y otros servicios.

Donde esta el estudiante viviendo actualmente? (Por favor marque **BJ1!! caja.)**

- En un refugio
- Con otra familia o otra persona (a veces referido como "doblado")
- En un hotel/motel
- En un carro, parque, autobus, tren, o camping
- Otra vivienda temporal (Por favor describa):

En un hogar permanente

Nombre de Padre, Guardian, o Estudiante
(para jovenes desamparado)

Firma de Padre, Guardian, o Estudiante
(para jovenes desamparado)

Fecha

Mandalo a: Carolyn Maloney - Escuela Secundaria de Mexico

I certifico que el estudiante nombrado arriba califica por servicios de bajo del provisiones del Acto McK.inney-Vento.

Firma de Oficial de enlace McKinney-Vento

Fecha

INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE

Purpose of the Enrollment Form - Residency Questionnaire

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SEO encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Model Enrollment Form - Residency Questionnaire attached here,
2. Update/modify the Model Enrollment Form - Residency Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form - Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Enrollment Form - Residency Questionnaire?

A Enrollment Form - Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-I 2. Preschool includes any LEA program for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form - Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's completed **Enrollment Form - Residency Questionnaire** with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student's teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data to SEO

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and generally **should not be shared** with other LENSchool personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form - Residency Questionnaires and housing information from becoming a part of a student's permanent record.

Discussing the Enrollment Form - Residency Questionnaire with Students and Families

In reviewing the Enrollment Form - Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally forenrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will be kept confidential and will only be shared with those LEA staff responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/his child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs **cannot contact a landlord or building superintendent** to verify a student's housing status. Contacting a landlord or building superintendent may be a violation of FERPA, a federal law, and may put the family at risk of losing its housing. If the student is living in a doubled up situation, it may also lead to loss of housing for the primary tenants.

Uthe Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Enrollment Form - Residency Questionnaire

If the parent, person in parental relation, or unaccompanied youth declines to complete the Enrollment Form - Residency Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as "doubled-up"),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements

"With another family or other person" (also referred to as "doubled-up")

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

"Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, and regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, **the LEA must complete a Designation Form**. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: www.serve.org/nche/downloads/briefs/det_elig.pdf

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.