

# Students-in Transition Procedures

## Pre-Identification

Collaboration among parents/guardians, school homeless contact (guidance counselor, GSP, etc.) registrar/clerk administrator and/or teacher.

## McKinney-Vento Information

Guardian or unaccompanied youth complete Student Registration Form and Annual Student Registration Addendum to assist in identifying Students-in-Transition.

Students-in-Transition shall be registered **immediately** even if the student in question is not able to produce records typically required for enrollment.

**Family has 30 days to provide health records**

### Service Contracts:

**Candice Pohill – Ext. 355**  
[Field Trip Payment Application](#)  
[Academic Support](#)  
[School Supplies/School Uniforms](#)

**Tamara Cheek – Ext. 642**  
**Questions?**  
**Free lunch is automatic with enrollment—**

**Dr. Sally Shinn – Ext. 366**  
[Expenditure Request Form](#)  
[Homeless Information Specialist Referral Form](#)

**Sonya Ross – Ext. 557**  
[Transportation Request Form](#)

Enroll immediately and offer the parent/guardian the [Community Resources](#) .

Send a copy of the [Student Residency Questionnaire](#) to Dr. Sally Shinn at [Shinn.Sally@Brevardschools.org](mailto:Shinn.Sally@Brevardschools.org)

Input appropriate homeless codes on AS400, Panel S316

**School homeless liaison (guidance counselor, etc.) accesses needs.**

**Appropriate Services:** Free lunch; afterschool support, if needed; school supplies, if needed; transportation to school of original when requested.

