

Students-in-Transition Procedures

Pre-Identification

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

Guardian or unaccompanied youth completes **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.

Service Contacts:

- **Candice Pohill – Ext. 355**
[Field Trip Payment Application](#)
[Tutoring/School Supplies](#)
- **Sandra Phipps - Ext. 642**
[Free Lunch – Email Coordinator](#)
- **Colleen Moore -Ext. 557**
[Transportation Request](#)
- **Dr. Sally Shinn-Ext. 581**
[Care Giver Authorization](#)
[Expenditure Request](#)
[Case Referral](#)

For more information and additional services available, please go to our website at [Student Services](#), [Students at Risk](#)

Enroll immediately and offer the guardian the list of [Community Resources](#)

Input appropriate homeless codes on AS400, Panel S316

School homeless contact (guidance counselor, GSP, etc.) assesses needs

Appropriate Services: Free lunch; tutoring if needed; school supplies if needed; transportation to school of origin when requested

