



This document provides guidance and best practice to ensure your district is arranging transportation so that barriers are removed for homeless students, allowing them to participate for the full school day, neither arriving late nor leaving before the school day has ended.

The McKinney-Vento Act requires schools to immediately enroll homeless students with “enrollment” defined as “attending classes and participating fully in school activities.” The law also requires LEA/charter to coordinate transportation services with other LEA/charters. Therefore, LEA/charter must arrange transportation **without delay**. [\[42 U.S.C. § 11432\(g\)\(3\)\(C\)\]](#), [42 U.S.C. § 11434a(1)], [42 U.S.C. § 11432(g) (5)(A)(ii)]

McKinney-Vento Homeless Liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to the school selected in accordance with the best interest determination [\[42 U.S.C. § 11432\(g\)\(6\)\(A\)\(viii\)\]](#).

The LEA/charter of origin and the LEA/charter in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEA/charter is unable to agree upon such method, the responsibility and costs for transportation shall be shared equally [\[42 U.S.C. § 11432\(g\)\(1\)\(J\)\(iii\)\]](#).

This document cites and references various resources. McKinney-Vento Homeless Liaisons should familiarize themselves with the resources and may use them to support their effort in establishing procedures, processes, and form development.



42 US Code §§11431-11435



U.S. Department of Education (2018), Education for Homeless Children and Youths Program Non-Regulatory Guidance



National Center for Homeless Education (NCHE)
NCHE’s Homeless Liaison Toolkit (2020 Edition)
NCHE Briefs, Transporting Children and Youth Experiencing Homelessness, Ensuring Full Participation in Extracurricular Activities for Students Experiencing Homelessness, Serving Homeless Children and Youth in Charter Schools



SchoolHouse Connection

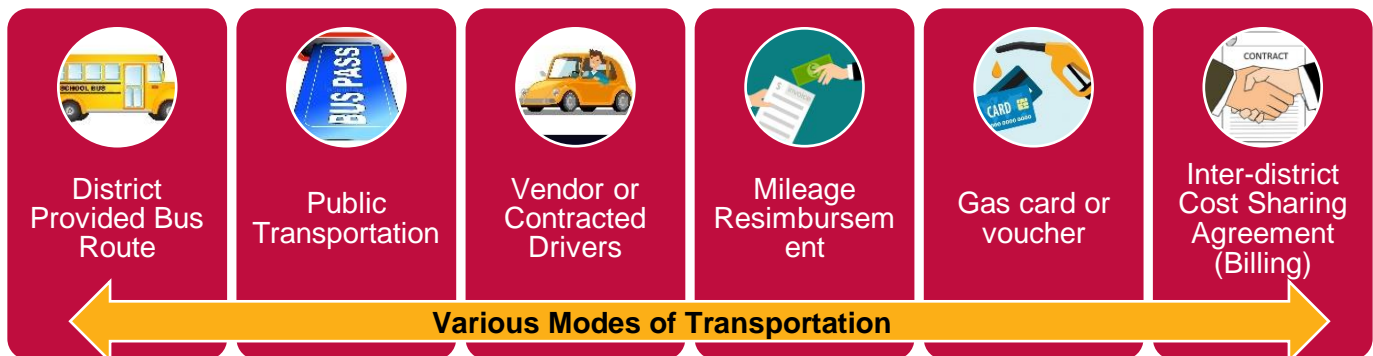
Click on logo to access the website and resources.





Important Items to Consider

- Remember transportation is **to** the ***school of origin***.
- If there is a question about the enrollment request and transportation to the school of origin, it may be necessary to conduct a **Best Interest Determination (BID) meeting**.
- Transportation **routing times may not hinder a student from full participation**. The student must arrive to their school of origin on time. Additionally, there should be no expectation for a student to dismiss early from class to load a transportation route.
- **Charter schools** must provide transportation for a homeless student to remain in the charter school as his or her school of origin, if requested, even if they do not provide transportation for any other students.
- LEAs must provide transportation assistance for a student experiencing homelessness that may exceed what is provided to other students because LEAs and schools are required to remove barriers to the school enrollment and attendance of children and youth experiencing homelessness, including transportation barriers.
- As a professional courtesy, if you are not the McKinney-Vento Homeless Liaison of the school of origin, **refrain from contacting the parent** to conduct your own assessment. If you have questions, contact the McKinney-Vento Homeless Liaison that submitted the request.
- The McKinney-Vento Act requires schools to ensure that children and youth experiencing homelessness who meet the relevant eligibility criteria do not face barriers to accessing academic **and extracurricular activities** [42 U.S.C. § 11432(g)(1)(F)(iii)]
- Share a copy of your **districts calendar** with the LEA/charter.
- Create business cards that can capture route details to provide the parent, guardian, caregiver, or unaccompanied youth. These are easy to keep in a wallet opposed to a large piece of paper.
- The **mode of transportation** offered should be the result of a student-centered decision with consideration given to the safety, viability, and logical option.
 - If offering public transportation, ensure assistance is provided for parents to accompany young children to and from school.
 - Develop a system of providing gas vouchers/ cards or reimbursements to parents or youth who are able and willing to drive to school.



Identification, Enrollment & Transportation Assessment

- During the initial [identification and enrollment process](#), create a process to quickly identify students that may need transportation.
- **Add a question** to the [Student Residency Questionnaire](#) for staff to check off. This will allow you to quickly identify those in need of transportation, upon receipt of the form in your office.

For School Use Only

Please note, the student’s cumulative file should not include a copy of this form. Do not make copies of this form. If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____

Please check the housing types that apply:

sheltered doubled-up unsheltered/FEMA/substandard hotel/motel

Unaccompanied youth: Yes No **Transportation needed:** Yes No

Transportation Request Form

- Utilize an electronic version of [transportation request form](#) for inter and intra district transportation requests. This is highly effective and serves as the best method for communication between districts, sharing information about your request and serves as documentation.
 - Take into consideration the type of document or form you create, keeping in mind that not everyone will have access to Google or Adobe Acrobat that may require populating information within the document.
- If you are initiating the request, be considerate and **ask the sharing LEA/charter what direction they prefer**. This may require you consulting with your routing team prior.



Today's date: [Click or tap to enter a date.](#)

This request is: New Change request Cancellation | In-District Shared | Preference AM PM

- Include **early start and release days**.

AM pick up address (primary nighttime residence or other)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transport to (school name, address, and phone number)	Start time	Early start day
PM pick up address (school name, address, and phone number)	Release time	Early release day

- Include **vendor details** when applicable (driver name, vehicle description, where to call if the driver does not show up).

- It is possible, an LEA/charter may prefer you do NOT contact the vendor directly. Clarify how they want to manage this.
- Include pertinent questions on the form to ensure all parties are informed of the **unique needs** of the student and LEA/charter.
 - Details regarding special accommodations as a related service to their IEP
 - Emergency contact information
 - Emergency contact information for the LEA/charter (after hours)

Student Name				
Grade	Student ID	Date of Birth	Gender	Does the student require transportation as a related service under the provisions of IDEA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Choose an item.		Click or tap to enter a date.		Details:

AM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number during and after business hours:
PM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number during and after business hours:

Contact information for parent guardian caregiver unaccompanied youth

Name	Phone Number and/or message phone	Emergency contact & phone number	Email Address	Does this individual require assistance in another language? <input type="checkbox"/> Yes <input type="checkbox"/> No Language:



- Contact the parent, guardian, caregiver, or student to provide route details. Include a section to document that communication. Be sure to review the Transportation Agreement and obtain a signature.

AM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number:
PM Route Details					
District providing route	Start date	ETA pick up time	Route #	Vehicle #	Other details such as location of pick up
	Click or tap to enter a date.				Dispatch phone number

Route details provided Date: _____ Time: _____
 Left message Date: _____ Time: _____

Shelter Collaboration

- **Collaborate with shelter** and transitional housing staff to establish a process upon placement of a new client in their shelter attending school in your district.
- Offer a McKinney-Vento **training** for shelters. This offers an opportunity to relationship build.
- Develop a streamlined process ahead of time so that families placed in shelter experience minimal wait time for transportation to established. Furthermore, removing barriers to enrollment.
 - Provide the shelter with your districts Student Residency Questionnaire.
 - Ask the shelter to offer a Release of Information (ROI) for their clients to sign. This will remove the communication barrier.
- Keep a list of shelter personnel that you frequently speak with.
- Include a **section on your form** to indicate the shelter may be a protected address.

AM pick up address (primary nighttime residence or other)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Transport to (school name, address, and phone number)	Start time	Early start day
PM pick up address (school name, address, and phone number)	Release time	Early release day
Transport to (primary nighttime residence, after school program, etc.)	Is this a protected address?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Transportation Agreement

- Upon established transportation, provide the parent with a copy of the [Transportation Agreement](#). Review it and have them **sign** off on it.
 - This agreement may suffice for the agreement to transportation with the sharing district.
 - Consult with the sharing district to inquire if there are any unique factors to include on the agreement.



Homeless Education

Transportation Best Practice Guidance Document

- The agreement will be helpful in the future if there are concerns with non-usage of the transportation route. You can remind the parent or student of the expectations to continue to receive transportation.
- Develop a procedure to address transportation non-usage.

Training for District Personnel

- Who should receive training?
 - Train your district transportation team (drivers that provide transportation for McKinney-Vento identified students, dispatchers, and routers).
 - Train your school site office staff and administrators.
 - Have a written procedure available for district personnel to follow in the event there are emergencies with transportation at the end of the day.