



# UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

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## MEMORANDUM

**TO:** All Professional Staff, Support Staff, Administration, Transportation Staff & Homeless/Foster Care Providers/Agencies

**FROM:** Mrs. Jean M. McCleary  
Superintendent, Homeless Liaison/ Foster Care Point of Contact

**DATE:** October 5, 2018

**SUBJECT:** **Procedures for Assessing Student Academic Need**

Union School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. The educational barriers experienced by students in homeless situations often are more complex and challenging than those experienced by other students. The school district and specific school, will identify student needs by the following procedures.

### PROCEUDRES:

1. The Title I Coordinator/Federal Program Coordinator, Federal Program Liaison and District Homeless Liaison will discuss and utilize resources effectively which will have the greatest impact, when designing Title I, Part A schoolwide or targeted assistance programs.
2. The Title I Coordinator/Federal Program Coordinator, Federal Program Liaison and District Homeless Liaison will coordinate and schedule a review of academic performance data for students who are experiencing homelessness and assess their needs based on their academic performance at the midterm grading period and the end of the quarter grading period for each quarter of the school year.
3. The Title I staff will send a progress report to the homeless liaison in order to evaluate and measure the academic performance of homeless students who are in the Title I program.
4. A list of students who are on a failure list will be distributed to the homeless liaison for each school building: Sligo Elementary School, Rimersburg Elementary School and Union High School throughout the school year.
5. The Title I Coordinator/Federal Program Coordinator, Federal Program Liaison and District Homeless Liaison will discuss and also explore any continued barriers to the educational success of the students who are experiencing homelessness and ensure that these barriers are addressed through regular Title I, Part A and McKinney-Vento programming the Title I, Part A set-aside, and/or McKinney-Vento subgrant funds

Contact Mrs. Jean McCleary, Homeless Liaison and Foster Care Point of Contact, with any questions or concerns you may have @ (814)-473-6311 x0, e-mail: [mcclaryjm@unionsd.net](mailto:mcclaryjm@unionsd.net)