



# UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

354 Baker Street  
Suite 2

Mrs. Jean McCleary - *Superintendent*  
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## MEMORANDUM

**TO:** All Professional Staff, Support Staff, Administration, Transportation Staff & Homeless Service Providers

**FROM:** Mrs. Jean M. McCleary  
Homeless and Foster Care Liaison

**DATE:** October 5, 2018

**SUBJECT: HOMELESS IDENTIFICATION FORM**

Attached is the Homeless Student Identification Form. Please fill in the requested information monthly for any homeless students enrolled in your school that have not been previously reported. Make copies of this blank form and re-submit it as you become aware of new and/or other homeless students in your school.

A copy of the information reported on this form should be retained in a confidential file in the counselor's office. The Education for Children and Youth Experiencing Homelessness Program will utilize this information to supplement our current electronic student tracking system, which tracks homeless and foster care student enrollment across the District. Your monthly reporting should better enable us to identify schools with a significant percentage of homeless and foster care enrollment, and more effectively and efficiently target services and resources to those schools.

Contact Mrs. Jean McCleary, Union School District Homeless and Foster Care Liaison, with any questions or concerns you may have at (814)-473-6311 x0, email at [mcclearyjm@unionsd.net](mailto:mcclearyjm@unionsd.net)

Attachment: School District Student Residency Questionnaire