



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/Foster Care Providers/Agencies

FROM: Jean M. McCleary
Superintendent & Homeless Liaison/Foster Care Point of Contact

DATE: October 5, 2018

SUBJECT: **Procedures for Arrangement of USD/ECYEH Collaboration for Title I and/or Special Education as Needed**

The referral process/procedure used to ensure that students experiencing homelessness and foster care placement receive all appropriate educational services in a timely manner (Title I, SPED, after-school programs, vocational and technical or gifted and talented programs) are as follows:

Referral Process:

1. The student is defined as homeless and is eligible for services.
2. The *Identification and Needs Assessment form* will be completed by the district officials and staff including but not limited to the Building Administrator, School Counselor, Title Teacher, Special Education Supervisor, District Psychologist, Athletic Director and Homeless Liaison.
3. The homeless liaison contacts the building principal and school guidance counselor who will make a referral to the SAP or ESAP team.
4. The SAP/ESAP team will assign a SAP/ESAP member to contact the Title I teacher for an academic assessment for needed academic services and/or for the Child Study Team (CST) for the beginning process for SPED services.
5. The Special Education supervisor will be contacted by the homeless liaison or designee in the event the student is in the data base system and is already currently identified for SPED and they are able to access their IEP.
6. After school activities will be provided for the student. The building principal and/or homeless liaison will communicate with the athletic director, academic after school tutors and the families to coordinate their participation in the program(s).

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

Date: 10/5/18

