

**RESIDENCY: ENROLLMENT AND WITHDRAWAL OF STUDENTS IN A
HARDSHIP SITUATION**

CONTENTS:

- Homeless Students
- Enrollment of Students in Hardship Situations
- Year- End Withdrawal Procedures
- Appeal Process

RESOURCES:

- Application to Enroll a Student in a Hardship Situation, PS 519, F1

LETTERS:

- PPW Approval to Enroll Hardship Letter, PS 519, L1
- PPW Hardship Denial Letter, PS 519, L2
- PPW End-of-Year Withdrawal Letter, PS 519, L3

I. Homeless Students: Baltimore County Public Schools is subject to the requirements of the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001. For enrollment and the withdrawal of homeless students or students who appear to be homeless, principals must immediately contact the pupil personnel worker (PPW) or the school-based homeless liaison and refer to Pupil Services 512, "Procedures for the Education of Homeless Children and Youth." Homeless students are to be enrolled or withdrawn only when directed in writing by a PPW or the school-based liaison.

A. The involvement of the PPW or school-based homeless liaison is essential to the process to ensure immediate enrollment. They are the trained individuals able to assess the needs of the students and families in order to access community and school services.

B. Any student who is living in an emergency youth shelter must be registered and enrolled pursuant to PS 512.

II. Enrollment of a Student in a Hardship Situation:

A. When a caretaker of a child who is not a parent/guardian attempts to enroll the student, a referral is immediately made to the pupil personnel worker to determine if the child is eligible for services under the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 as outlined in PS 512 or is in a hardship situation.

B. Upon determination by the pupil personnel worker that the child is a candidate for hardship enrollment, an Application to Enroll a Student in a Hardship Situation, PS 519, F1 as outlined in Policy 5150, is mailed with copies of Policy and Rule 5150.

- C. The pupil personnel worker issues an approval letter, PS 519, L1, or a denial letter, PS 519, L4, to the caretaker of the child with copies to the coordinator of Pupil Personnel Services, the school principal, and the pupil personnel worker. The residency liaison enters the remaining data on the pupil personnel services residency database and notifies the school of approval.
- D. The individual with whom the child resides must present required residency documentation (five (5) documents) as outlined in Policy 5150 at the time of the enrollment of the child at the school.
- E. Renewal applications are processed by the pupil personnel worker. Upon approval of the renewal application, the pupil personnel worker informs the school to re-enroll. The pupil personnel worker enters all the information on the pupil personnel services residency database and forwards all documentation to the office of the residency liaison.
- F. A student who has completed Grade 11 in a Baltimore County high school and the parents/guardians have moved from Baltimore County may complete his/her 12th grade year in his/her current school. Upon completion of a hardship application, this student should be approved using PS 519, L1, which includes an assessment of tuition.

III. Year-End Procedures for Hardship Students: Schools should follow the procedures outlined in PS 516 (Withdrawal Procedures). In all cases wherein it is not clear if a student with a hardship will be returning to Baltimore County Public Schools, the PPW will send a letter and the renewal applications.

- A. Withdrawals of hardship students during the school year are processed as standard student withdrawals as outlined in PS 516. End-of-year withdrawal procedures begin when (on or before May 1) the PPW issues letter PS 519, L3, "PPW Nonresident End-of-Year Withdrawal" to each student enrolled under hardship. The coordinator of Pupil Personnel Services, school principal, and residency liaison are copied on each letter.
- B. Effective June 30, the Office of Student Data will issue a report formally withdrawing all students enrolled under hardship. Schools may not enroll hardship students withdrawn as of July 1 without written approval from the pupil personnel worker.
- C. Schools must make immediate referrals to the pupil personnel worker for hardships that change or are suspected to be fraudulent during the school year. Students determined to be fraudulently enrolled must be withdrawn according to PS 516.

IV. Appeal Process:

- A. To initiate an appeal, the parent/guardian must file written notice of appeal to the executive director of Department of Student Support Services within ten (10) school days of the denial. The residency liaison will act as designee for the executive director of Student Support Services. A decision will be made within thirty (30) days.
- B. If the appeal is denied, it may be further appealed by written notice to the Superintendent within ten (10) school days of the denial by the residency liaison. The Superintendent or

designee will make every effort to issue a written decision within ninety (90) days of receipt of the appeal.

- C. If the appeal is denied by the Superintendent or designee, a further appeal may be made to the Board of Education by filing written notice within thirty (30) days of the denial of the Superintendent or designee.
- D. If the student is enrolled in a Baltimore County public school at the time of a timely appeal, he/she may remain at that school until the exhaustion of all appeals or the end of the current school year.
- E. Upon receipt of a timely appeal, an e-mail will be sent notifying the principal not to withdraw the student.

Approved 12/05
Revised 03/06
Revised 07/07/2009
Revised 11/09