



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
Toll Free #: 1-877-453-2721
<http://www.louisianaschools.net>

MEMORANDUM

Parish/City School Superintendents
State Director of Special School Districts
Superintendents of BESE Schools
Directors of Type 2 and 5 Charter Schools

FROM: Cecil J. Picard *CJP*
State Superintendent of Education

DATE: September 2, 2005

Students Affected by Hurricane Katrina

As we all begin to face the reality of the catastrophic and potentially long-term impact of Hurricane Katrina, it is my goal for the Louisiana Department of Education (LDOE) to provide as much support to all of you as possible as you work to serve the students displaced by the hurricane. As you know, students displaced by a natural disaster qualify for services under Title X, Part C (McKinney-Vento Homeless Assistance Act). Under the McKinney-Vento Act, homeless students are to be enrolled immediately. Any procedures you may have in place regarding enrollment must be suspended at this time in order to avoid creating a barrier for these students, e.g., lack of records (academic/health), lack of Social Security number, lack of uniforms, etc. Please note upon submission of your Consolidated Application, your district agreed to the assurances that address Homeless Enrollment Related Requirements.

The LDOE has developed procedures to assist with the enrollment of students that have been displaced by Hurricane Katrina (see attached). Areas that have been addressed include the following:

- Issues regarding placement both in general education and special education
 - Academic Placement – Districts will receive a Microsoft Access database on CD with Student Information System (SIS) and Student Transcript System (STS) data regarding the following parishes: Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, and St. Tammany. The CD with this database will include student demographic, enrollment, discipline, high school transcript, and class schedule information. It will be sent by overnight mail to your SIS coordinator today and should arrive in your district no later than Wednesday, September 7, 2005. In the interim, districts can use the SIS Inquiry on CICS to look up information on these students using State ID (SSN or temporary ID, if known).
 - Special Education Students – Districts can access the Special Education Reporting (SER) system to obtain general information. If the student was receiving services in a district that is closed due to Hurricane Katrina, former services will need to be terminated before data can be updated. Please email student-identifying information to Priscilla Baker at priscilla.baker@la.gov or David Kibbe at david.kibbe@la.gov if you need services terminated for a student. Transfer policies for students with disabilities are attached to this memo.
 - Limited English Proficient Students – Documentation of immigrant status is not required. If you need assistance with requirements or services for homeless LEP students, please contact Diana Sewell at diana.sewell@la.gov or Josh Posey at josh.posey@la.gov.

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- Nonpublic school students – If districts receive high school students who attended a nonpublic school, please complete the Louisiana Student Information Request Form and email it to Deidre Kibbe at deidre.kibbe@la.gov to obtain pertinent data regarding these students (see attached).
- Classroom space and instructional materials – If you find that your system will be enrolling more of these students than you can serve with the classroom space, textbooks, and other instructional materials that you currently have available, please compile a list of the additional space, textbook, and material needs you have and send this information to Patrick Dobard at patrick.dobard@la.gov. Mr. Dobard will be working with Dr. Robin Jarvis to assess these needs and to seek assistance from the federal and state government as well as the many offers of donations we have received from across the country to meet these needs. Please send your initial estimate of these needs to Mr. Dobard by Wednesday, September 7, 2005.

Please distribute this information to all principals and school personnel responsible for enrolling students in the district. This letter and all attachments will be made available to you and your staff on the LDOE website at www.louisianaschools.net. Have the district's Homeless Liaison track these students and report the number of students enrolled on a weekly basis to Deidre Kibbe at deidre.kibbe@la.gov, 225-342-3730, the department's toll free number, 1-877-453-2721. Please provide an initial count of students enrolled through these efforts to Mrs. Kibbe by Friday, September 9, 2005.

I am aware that many of you are concerned about the impact that enrolling these students will have on your accountability results and school system budget. My staff and I are working diligently to address these issues and to seek any waivers necessary from either the state or federal government to ensure that the needs of our students are the priority at this time.

If you have any questions regarding enrollment of these students, please contact Dr. Robin Jarvis, Assistant Superintendent, Office of Student and School Performance, at robin.jarvis@la.gov, 225-342-3355, or at department's toll free number, 1-877-453-2721.

CJP:DK:dk

Attachments

c: Cabinet Members
Homeless Liaisons
Title I Directors
Directors of Special Education
SIS Coordinators
Assessment Coordinators
Evelyn D. Johnson



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Policies and Procedures for Enrolling Students under the McKinney-Vento Homeless Assistance Act

Step 1

When students present for enrollment, have them complete the Louisiana Student Residency Questionnaire Form (see attached).

Step 2

The Title X, Part C McKinney-Vento Confidential Referral Form (see attached) must be completed on all homeless students. If the homelessness is due to Hurricane Katrina, please note this by simply writing Hurricane Katrina on the right-hand corner of the referral form.

Step 3

Consult SIS data to determine academic placement.

If the student is identified as a special education student, consult SER data for general placement information. If the student is currently receiving services in a parish school system that is closed due to Hurricane Katrina, these services will need to be terminated in order for the receiving parish to enter the services they are providing.

If you need services terminated, please email student-identifying information to Priscilla Baker at priscilla.baker@la.gov or David Kibbe at david.kibbe@la.gov.

If the student is a high school student who attended a nonpublic school, please email student-identifying information to Deidre Kibbe at deidre.kibbe@la.gov for pertinent information.

If the student is not identified as limited English proficient (LEP) in SIS but the Home Language Survey issued upon enrollment identifies the student as language minority, that student must be assessed for English language proficiency.

Step 4

Send the Title X, Part C McKinney-Vento Confidential Referral Form to the district's Homeless Liaison for tracking purposes.