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McKinney Vento Student Service Procedures

When a student is suspected of qualifying under McKinney Vento, the following steps will be taken:

1. School personnel contacts the School Social Worker. If the school social worker is unavailable, school personnel will contact Special Services Department.
2. Social Worker contacts family.
3. If Social Worker determines a student/family qualifies under McKinney Vento, the social worker completes the Identification Form and sends it to Special Services.
4. Special Services updates demographic information and communicates homeless status to the school building principal, social worker, secretary, literacy coach, district database manager, and open enrollment coordinator.
5. Special Services will make necessary changes to general school fee(s) and meal status information in the Student Information System.
6. If needed, Special Services will set up transportation, and coordinate with the building social worker.
7. Social workers will follow-up with the family every 30 days. If staff personnel learns of a change in address, housing situation, etc, the school social worker should be notified.