

Alaska Department of Education & Early Development
**Guidance for Provisional Enrollment for Homeless Students without
Proof of Immunizations**

Effective 3/22/2008

Homeless students may now be provisionally enrolled in a public school program for a period of up to 30 days while proof of immunization records are obtained *if a parent or legal guardian has signed a witnessed statement that the child had received the required immunizations and the child's immunization records are not immediately available.*

Alaska regulation 4 AAC 06.055(g) was amended effective March 22, 2008. The following frequently asked questions are intended to guide school districts in implementing this new regulation.

1. What form is required for the parent or guardian to sign?

The *Immunization Statement for Provisional School Enrollment*, form 05-08-060, is available on the Department of Education website at <http://www.eed.state.ak.us/tls/titex/Immunizations.shtml>. It can also be found on the Forms & Grants section of the website at <http://www.eed.state.ak.us/forms/home.cfm> under "Homeless."

2. Who can witness the signature of the parent or guardian on the form?

The school district's Homeless Liaison is responsible for facilitating the enrollment of the homeless student and should have the form available for signature. The homeless liaison may witness, or any adult may witness the signature.

3. How do I find out who the Homeless Liaison is for the school district?

Contact the school district office. Information about school districts is available on the Department of Education website at http://www.eed.state.ak.us/Alaskan_Schools/Public/.

4. When does the 30 day provisional enrollment period start?

The 30 day provisional enrollment period starts the day the child enrolls in a public school program. This should also be the first day of attendance.

5. What happens if a student changes schools during the 30 day provisional enrollment period?

If a student moves from one school to another within the same school district, the immunization records must be located within the 30 days of first enrollment within that school district within the school year. If a student moves to a new school district, the date of first enrollment in the new school district during the same school year will be the date of the 30 day provisional enrollment period in the new school district.

6. What happens when school starts for a new school year?

If the child was previously enrolled in a school in the district but becomes homeless during the summer, the first day of the new school year would be considered the first day of enrollment in the public school program for that year. If an immunization was

due during the summer, the child must show proof of that immunization for the new school year enrollment, or the parent must sign the witnessed statement in order for the provisional enrollment period to locate immunization records.

7. **What happens if the immunization records cannot be located or if the records show that the student does not have all the required immunizations?**

If records cannot be located by the end of the 30 day provisional enrollment period, or if the records show that the student does not have all the required immunizations, then the student must be immunized in order to remain enrolled in a public school program.

8. **Who must be notified when a homeless student is provisionally enrolled while waiting for immunization records?**

Provisional enrollments must be reported to the Division of Public Health. As this is a new procedure, districts must be sure to track which students have been provisionally enrolled and provide that information to the public health nurse. Updated information will be sent out as it becomes available.

9. **Where can I find more information about issues related to the education of homeless students?**

Information about the education of homeless students may be found on the Department of Education website at www.eed.state.ak.us under the Quick Links at the top of the page. Look for “Homeless Education – Title X”. You may also call the toll free number 1-877-854-5437 to reach the State Coordinator for Homeless Education.