



Maryland State Department of Education Education of Homeless Children and Youth

**Department of Student Services • Home Liaison
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

Name of school _____ School system (county) _____

School administrator _____ Telephone _____-_____-_____ Month/Year ____/____

SEE INSTRUCTIONS ON BACK

Name of Child ¹ (First, Middle Initial, Last, Suffix)	Social Security Number	Date of Birth (MM/DD/YR)	Age (0-17)	Grade (PreK-12)	Gender (M/F)	Ethnicity ¹ (1-5)	Mother's Maiden Name	Current Housing ² (1-4)	School of Origin (Y/N)	New to School (Y/N)

If there are specific confidentiality concerns about individual cases, providing the name of the child can be waived. Do you need more forms? Yes No

¹Ethnicity: 1=American Indian/Alaskan Native; 2=Asian/Pacific Islander; 3=African American; 4=White (not of Hispanic origin);

5=Hispanic (please only choose one).

²Current Housing: 1=Shelter, 2=Hotel/motel; 3=Relative/friend; 4=Other

MARYLAND STATE DEPARTMENT OF EDUCATION
Division of Student and School Services

INSTRUCTIONS FOR COMPLETING SCHOOL FORMS FOR HOMELESS CHILDREN AND YOUTH

A goal of the Maryland State Department of Education is to ensure that each homeless child in Maryland be given the opportunity to receive appropriate education. The information provided on these forms helps us work to achieve this goal. You are also helping keep the state, local, and federal governments informed about the number of homeless children in Maryland.

Here are some guidelines to assist you in filling out the tracking forms:

1. Make sure that the appropriate shelter/school/DSS name, contact, and phone number is completed on each form. Please correct any information that is not accurate.
2. **Name of Child:** Enter child's first name, middle initial, last name.
3. **Social Security Number:** Enter the nine digit social security number.
4. **Date of Birth:** Must be numeric in six digits, month, day, year order.
5. **Age:** Enter age of the child.
6. **Grade:** Enter the grade of the child. If during the summer months, the grade the child will be entering.
7. **Gender:** Enter F for female and M for male.
8. **Ethnicity:** Enter a code from the bottom of the page. *Use only one of the codes.*
9. **Mother's Maiden Name:** List the Maiden name of the mother.
10. **Current Housing:** Enter a code from the bottom of the form.
11. **School of Origin:** "School of origin" means the school that the child or youth attended, or was last enrolled in, before the child or youth became homeless.
12. **New to School:** Is this the first time the student is being reported at this school.