

**ILLINOIS STATE BOARD OF EDUCATION**

Accountability Division  
100 North First Street, E-230  
Springfield, IL 62777-0001

**SHELTERED HOMELESS/HOMELESS DOUBLED-UP STUDENT  
ENROLLMENT/WITHDRAWAL FORM**

SCHOOL DISTRICT NAME AND NUMBER - Homeless Liaison Office of Student Services
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Directions: Please completed Part I when initiating a request for service and fax original to the school district. Send a copy of the request to: \_\_\_\_\_ . Please re-fax the same form with Part II completed, when the student leaves shelter or is no longer homeless.

**PART I**

DATE		NAME OF PERSON REQUESTING ASSISTANCE	
NAME OF SCHOOL/SHELTER/AGENCY		TELEPHONE NUMBER (Include Area Code)	
NAME OF STUDENT		FAX NUMBER (Include Area Code)	
DATE OF BIRTH	GRADE	NAME OF PARENT(S)/GUARDIAN(S)	
ADDRESS OF SHELTER/SCHOOL/AGENCY OR WHERE DOUBLING UP			
TELEPHONE (Where doubling up)		CELL PHONE (If applicable)	
CHECK (✓) ONE OF THE FOLLOWING <input type="checkbox"/> RESIDENT <input type="checkbox"/> OTHER _____		NATURE OF REQUEST <input type="checkbox"/> ENROLLMENT <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> OTHER _____	
IS STUDENT RECEIVING SPECIAL EDUCATION SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHAT IS EXCEPTIONALITY? <input type="checkbox"/> IEP <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL SCHOOL (Where housed)		NAME OF SCHOOL WHERE STUDENT LAST ATTENDED	
SCHOOL REQUEST FOR ENROLLMENT		SCHOOL OF ORIGIN	
SCHOOL DISTRICT NAME AND NUMBER			
ADDITIONAL IMPORTANT INFORMATION REGARDING STUDENT/FAMILY			

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**PART II**

Directions: Part II is to be submitted by the school staff liaison. Please complete a withdrawal form, along with this one, and fax both forms to the school district liaison and LEA Lead Liaison.

DATE STUDENT LEFT SHELTER/PROGRAM	DATE MOVED (If doubling up)
ADDRESS MOVED TO (If available)	FUTURE SCHOOL DISTRICT
TELEPHONE NUMBER (Include Area Code)	CELL TELEPHONE NUMBER (Include Area Code)

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Name of Individual completing form (please print)

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Date

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Signature

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Position Held

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Central Office Comments/Outcomes: