



**INSTRUCTIONS FOR COMPLETING THE STAC-202 FORM**  
**Designation of School District of Attendance for a Homeless Child**

*Education of homeless children means 1) a child or youth who lacks a fixed, regular, and adequate night-time residence, including a child or youth who is (i) sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason; (ii) living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; (iii) abandoned in hospitals, (iv) awaiting foster care placement; or (v) a migratory child, as defined in § 1309(2) of the Elementary and Secondary Education Act of 1965, as amended, who qualifies as homeless under any of the provisions of clauses (i) through (iv) of this subparagraph or subparagraph two of this paragraph; or 2) a child or youth who has a primary nighttime location that is (i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to article nineteen-H of the executive law; or (ii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.*

1. Enter the youth's complete last name and first name. Do not use nicknames.
2. Enter the youth's date of birth.
3. Place a check (4) in the box which identifies the gender of the youth.
4. Enter the youth's social security number, if known.
5. Place a check (4) in the box which identifies, to the best of your knowledge, the racial/ethnic category (definitions below) the youth most identifies with:

**Definitions of Racial/Ethnic Categories:**

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| <p>1) <b>American Indian or Alaskan Native</b> - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>2) <b>Asian or Pacific Islander</b> – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> | <p>3) <b>Black</b> – A person having origins in any of the black racial groups of Africa.</p> <p>4) <b>Hispanic</b> – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>5) <b>White</b> – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> |
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6. Enter the grade level for which placement is being sought.
7. Enter the complete last permanent address and school district prior to becoming homeless:
  - The last address where the youth had resided prior to becoming homeless;
  - The name of the school district which served the area where the child resided prior to becoming homeless. (Refer to the Directory of Public Schools and Administrators in New York State.)
8. Enter the complete name/address of current temporary housing, the date of residency, and the school district in which the housing is located.
  - The child's address of current location;
  - The date the child moved to current location;
  - The name of the school district of current location. (Refer to the Directory of Public Schools and Administrators in New York State.)
9. Enter the name of the designated school district of attendance and date of designation. One of the following three districts may be designated to provide the educational component:
  - District of attendance before becoming homeless;
  - District of current location of temporary housing;
  - District participating in a Regional Placement Plan (RPP)
10. Enter, if known, the date the child moved to permanent housing and is no longer eligible as a homeless student.
11. Place a check (4) in the box/es, if appropriate, indicating that the school district of attendance is other than the district of origin (district of attendance before becoming homeless) or the district of current location;
  - District participating in a Regional Placement Plan (RPP)
  - District of previous temporary housing location (previous host district).
12. Print the name and telephone number of the designator:
  - The complete first and last name of the parent or person in parental relationship;
  - The current telephone number where the designator can be reached.
13. The signature of the designator and current date.
14. Print the name of the local Department of Social Services/School District representative and title.
15. The signature of the local Department of Social Services/School District representative is required attesting that this child has moved to temporary housing. A telephone number is required in case the STAC & Special Aids Unit has questions relating to the information provided.
16. The name of the local Department of Social Services that has placed the child in temporary housing.

NOTE: Copies should be distributed to the following: State Education Department, Designated School District of Attendance, Public School District of Attendance before becoming homeless, Parent/Guardian, Local DSS (when placed by DSS)