



Office of Student Rights and Responsibilities

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UNIFORM ASSISTANCE FOR STUDENTS EXPERIENCING HOMELESSNESS

The School District of Philadelphia requires all students to wear uniforms to school. In implementing this policy, each school should be sensitive to the challenges faces by students experiencing homelessness and their families. No child's education should be interrupted due to a lack of a school uniform.

We have communicated with emergency housing providers regarding strategies for providing students experiencing homelessness with uniforms. Schools can work to ensure that families experiencing homelessness are able to obtain uniforms for their children in the following ways:

- Schools may send a letter to the parents/guardians of all students, requesting that they contact the school if they require assistance in obtaining uniforms.
- Schools are unable to deny access to students experiencing homelessness that do not have a uniform.
- Schools are unable to deny access to students that do not have a specific logo on their uniform.
- Schools may establish a system to trade in outgrown uniforms, which can then be cleaned and donated to other students.
- Schools may contact Education for Children and Youth Experiencing Homelessness to request assistance for the purchase of uniforms for students experiencing homelessness or displacement **ages 6 years through 12th grade**. (See the attached uniform procedures)

Contact Ms. Delethine D. Coleman with any questions or concerns you may have regarding uniforms at 215-400-6074 or e-mail ECYEH@philasd.org.



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UNIFORM REQUEST PROCEDURES

The following is the procedure for requesting uniforms for students who are experiencing homelessness (age 6 years old through 12th grade).

1. A representative from the School or the Shelter/TH will fill out the Uniform Request Form for each student, which is a Google form, sent out by the ECYEH department. Please limit the requesters from Schools to the Counselor or a Principal appointed designee. Contact the ECYEH department if you need this google form sent to you.
2. What can be ordered:
 - o Each student can receive 3 uniforms to start which consist of 3 shirts and 3 bottoms. Shirts can be short sleeve polos, long sleeve polos, or long sleeve blouses. Bottoms can be pants, skirts, or jumpers. Jumpers do not come in adult sizes.
 - o There is a drop down on the form to put in the sizes for each item.
 - o Some colors may not be available so please include any alternate colors that the school will allow.
3. The ECYEH department will process the requests on a daily basis (M-F). The goal is for all requests sent in by 1pm to be processed same day. Shipping time is estimated to be 3-5 days and 5-7 days if the item is sold out.
4. If a School is placing the order:
 - o The uniform orders will be shipped directly to the school.
 - o The school will email the ECYEH department (ecyeh@philasd.org) that the student received the uniform.
5. If a Shelter/TH is placing the order:
 - o The uniforms will be shipped to The School District Central Office at 440 North Broad Street.
 - o ECYEH staff will notify the Shelter/TH that order has arrived and the shelter will arrange a pick up.
 - o The Shelter/TH will email the ECYEH department (ecyeh@philasd.org) that the student received the uniform.
6. Returns
 - o If the item ordered does not fit the student, they can make an appointment with the ECYEH department to come to the Central Office to exchange it for a different size. If the size is not in stock, it will be ordered.
 - o If the item arrives defective, please contact the ECYEH department at ecyeh@philasd.org and we will give you instructions for return.