

# *Local Educational Agency Staff Training on Homelessness*

Checking this box is an assurance that the LEA/Homeless Liaison provides training to all LEA staff that have contact with students including bus drivers, teachers, cafeteria workers, custodians, counselors, school resource officers, enrollment counselors, front office staff, school nurses and social workers. *In addition, the LEA assures there are procedures in place for training on homelessness for new employees hired throughout the year.*

**Directions:** Complete the following information: list the type of training that was provided; who was trained; when the training was provided and by whom.

<i>Type of Training</i>	<i>Title of Position Trained</i>	<i>Date Training Occurred</i>	<i>Who Conducted Training</i>

\_\_\_\_\_  
CTDS

\_\_\_\_\_  
LEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeless Liaison (print)

\_\_\_\_\_  
Signature

*\*\*\*In addition to the information provided above, the local education agency should maintain, on file, sufficient evidence of the information above including, sign-in sheets, summary of training (power point, video, etc.) for training of all staff (including bus drivers, cafeteria workers, custodial staff, etc.).*