

McKinney-Vento Homeless Education  
Procedure for the Identification of Homeless Children & Youth  
SAMPLE

The McKinney-Vento Homeless Liaison will identify students experiencing homelessness during enrollment by ensuring the following:

- Family to complete McKinney-Vento Enrollment Questionnaire.
- Liaison will follow-up with family to obtain additional information, if needed.
- Liaison will post the Educational Rights of Homeless Students Posters at enrollment counters.
- Liaison will include the Educational Rights of Homeless Students in the enrollment packet.

The McKinney-Vento Homeless Liaison will identify students experiencing homelessness during the academic year by ensuring the following:

- Liaison will train all staff (including new staff throughout school year) who have interaction with students including the following:
  - Bus Drivers
  - Teachers
  - Cafeteria Workers
  - School Nurses/Health Aids
  - Counselors
  - School Resource Officers
  - Enrollment Counselors
  - Front Office Staff
  - Janitorial/Custodial Staff
- Liaison will provide the Educational Rights of Homeless Students two additional times during the academic year in one or more of the following means (**in schools and in the community**):
  - Newsletters
  - Pamphlets
  - Student Handbook
  - Website
  - Etc.