



McKinney-Vento Identification Procedures for Homeless Children and Youth



The first step for any enrollment is to determine if the student might be homeless.

School sites will include the Student Residency Questionnaire (SRQ) and Rights of Homeless Students in ***all*** enrollment methods to identify students experiencing homelessness. When requested by the parent, guardian, caregiver, or student, provide the paper version of the SRQ and Rights of Homeless Students document.

Enrollment Method 1: If a paper version of the SRQ is completed upon enrollment at the school site, the school office staff will evaluate the responses to the SRQ screening questions. When necessary, the school office staff will immediately notify and provide the original form to the LEA's Homeless Liaison. Under no circumstance should copies of the form be made nor should the form be placed in the student's cumulative file.

Enrollment Method 2: If the SRQ is completed through the online enrollment process, the LEA's Homeless Liaison will establish a process with their Student Information System (SIS) team to receive that information.

Enrollment Method 3: For school personnel assisting with the enrollment process, should it be suspected that a student may meet the homeless definition, please contact your LEA's Homeless Liaison for next steps.

For all enrollment methods mentioned, provide the parent, guardian, caregiver, or youth contact information for the LEA's Homeless Liaison.

If the SRQ indicates the enrollment address is based on a temporary living arrangement, and the address provided is within the school boundaries, **enroll the student immediately** and send the SRQ form to LEA's Homeless Liaison. The LEA's Homeless Liaison will follow up with the parent, guardian, caregiver, or student to conduct an interview. The school site will receive a notification to confirm the eligibility decision.

Pay special attention to the section on the SRQ that asks about youth that may not reside with a parent or legal guardian due to any of the reasons listed below. If the form indicates these are the current living situations for the child, utilize the [Caregiver's Authorization Affidavit](#) and enroll the child immediately. Then, provide the form along with the SRQ to the LEA's Homeless Liaison. The Homeless Liaison will follow up with the caregiver to conduct an interview. The school site will receive a notification to confirm the eligibility decision.

- Loss of housing or economic hardship
- Incarceration or deportation of parent or legal guardian
- Abandonment
- Other reason

Reminder: A student who is eligible for McKinney-Vento does not need to provide the following documentation:

- Affidavit of Shared Residency
- Birth certificate
- Immunization records
- Open enrollment application
- Power of Attorney (POA) or guardianship documents (for situations involving an unaccompanied youth)
- Proof of residence in Arizona or attendance area (Affidavit of Arizona Residency)
- School records from previous district, including documents related to special education services

McKinney-Vento identification overrides all other requirements.

For guidance documents related to the procedures outlined in this document, please click on the following link, [Federal Education for Homeless Children and Youths \(EHCY\) Program Profile](#).