



Homeless
Education

McKinney-Vento Homeless Liaison Training

Awareness, Identification, Enrollment,
Training and How It's Tied to Data

Arizona Department of Education
(602)542-4963
homeless@azed.gov

Objective

Attendees will understand *foundational requirements* and *essential processes* to ensure LEAs and McKinney-Vento Homeless Liaisons are upholding statute related to *awareness, identification, enrollment, and data collection* for homeless children and youth.



Foundational Requirement and Processes

Why is it best practice to establish and follow a process for identification?



Responsibilities of the McKinney-Vento Liaison

1. Homeless youth are **identified** through outreach with other agencies;
2. Homeless youth are **enrolled** in and have full and equal opportunity to succeed in school;
3. Access to federally required resources: HeadStart and other **preschool** programs, interventions under IDEA, etc.;
4. **Referral to well-being services:** health care, dental, mental health, substance abuse, housing, etc.;
5. **Inform** families and youth of **educational opportunities** with meaningful opportunities to participate;
6. Provide understandable **public notice of educational rights** in locations frequented by homeless youth, guardians, and unaccompanied youth: schools, shelters, public libraries, soup kitchens;
7. Mediate enrollment **disputes** according to federal guidance;
8. Inform family and youth of all **transportation** services;
9. Provide **professional development** and support for all stakeholders who serve homeless students; and
10. Assist **unaccompanied youth** with: enrollment, academic access and success, and notification of "Independent" status and assistance for FAFSA.



Awareness, Identification, and Referral

Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies [42 U.S.C. § 11432 (g)(6)(A)(i)].

Strategies to notify families include:

Public Notice Poster
posted in all school
buildings.

Notice of Rights of
Homeless Students
included in
enrollment & re-
enrollment process.

Community
Partnership

Website, Social
Media Posts,

Newsletter

Training



Awareness

School Personnel Training

A key responsibility of the McKinney-Vento Homeless Liaison is providing professional development for ***school personnel***.

Who should receive training?

Every employee!

Consider Specialized training for:

- Office Staff
- Administrators
- Transportation
- Counselors and Social Workers
- Teachers
- School Nurse
- Maintenance Workers

Training Ideas...

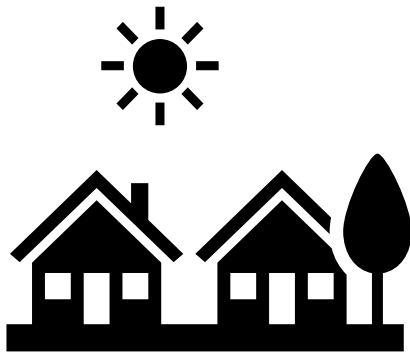
- In person training
- Virtual training
- Video production
- Resources already available online



Awareness

Community Partners

Community partners may need information about how to best work with school systems to meet both academic and other basic needs.



In the chat, share the names of community partners or agencies you currently work with!

Some community partners to consider:

- Shelters
- Community partners that provide support to homeless families
 - Non-profit organizations
 - Faith based organizations
- Post-secondary institutions
 - Early Childhood facilities
 - Continuum of Care (CoC)

Awareness

Training Records

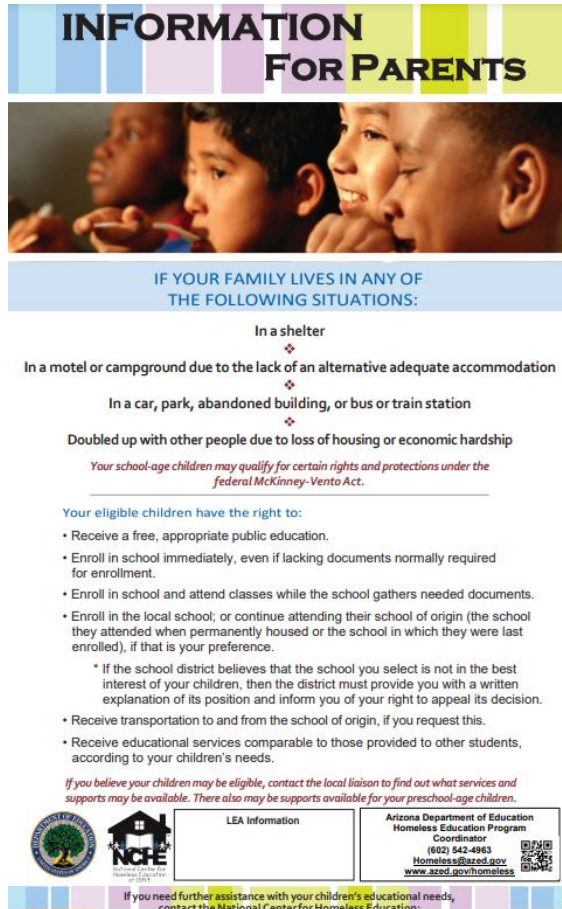
Keeping track of provided trainings, attendees, and data such as surveys, questions, and need is important for your program and monitoring.

Best practices for record keeping:

- In person training – sign in sheets
- Virtual training – report of attendees following the training
- Video production – send through a format such as Google to track who watched the video.
- Collaborate with your Professional Development decision makers to coordinate a tracking system (BlackBoard is one example).
- Log questions and requests for additional training to plan for the future.



Awareness Public Notice Poster



**INFORMATION
FOR PARENTS**

**IF YOUR FAMILY LIVES IN ANY OF
THE FOLLOWING SITUATIONS:**

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.

** If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

LEA Information

Arizona Department of Education
Homeless Education Program
Coordinator
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless

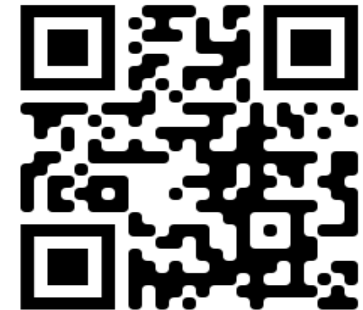
NCFE
National Center for Homeless Education
2017

Arizona Department of Education

**If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education.**

Where should this be posted?

- Community based organizations
- DES buildings
- Faith based organizations
- Hotels and motels
- Laundry mats
- Post Office
- School buildings
- Shelters
- Soup kitchens
- Storage facilities
- Stores
- Youth centers



Find this poster and download for use at
www.azed.gov/homeless or capture the QR code!

Awareness Rights of Homeless Students



RIGHTS OF HOMELESS STUDENTS



(District name) shall provide an educational environment that treats all students with dignity and respect. Every educational opportunity shall be provided to all students, regardless of their educational rights, services, programs, or other factors.



RIGHTS OF HOMELESS STUDENTS



McKinney-Vento means individual U.S.C. § 11434a

A student may be McKinney-Vento following situation

- sharing the or a similar
- living in an alternative
- living in a
- have a prior or
- living in a bus or train
- is a migrant children and

To remove educational barriers for children and youths experiencing homelessness, the McKinney-Vento Act mandates the following: **Immediate Enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school [42 U.S.C. § 11432(g)(3)(C)].

School Selection and Maintained Enrollment: McKinney-Vento eligible students have a right to select from the options outlined below. Students may remain enrolled in their selected schools for the duration of homelessness, and until the end of the academic year upon which they are permanently housed [42 U.S.C. § 11432(g)(3)(A), 42 U.S.C. § 11432(g)(3)(B) and 42 U.S.C. § 11432(g)(3)(i)].

School of Origin	School of Residency
The school the student attended when permanently housed.	The school in the attendance area in which the student currently resides.
The school in which the student was last enrolled.	

Transportation Services: McKinney-Vento eligible students attending their School of Origin have a right to transportation to and from the School of Origin [42 U.S.C. § 11432(g)(1)(J)(iii)].

Participation in Programs: McKinney-Vento eligible students are guaranteed the right to services comparable to services offered to other students in the school [42 U.S.C. § 11432(g)(4)(i) & (ii)].

Unaccompanied Youth Experiencing Homelessness: McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship [42 U.S.C. § 11432(g)(1)(H) (iv)].

Access to Extracurricular Activities: Removal of barriers to accessing academic and extracurricular activities for homeless students who meet relevant eligibility criteria [42 U.S.C. § 11432(g)(1)(F)(iii)].

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district [42 U.S.C. § 11432(g)(3)(E)].

Appointment of a Local Homeless Liaison: The McKinney-Vento Act mandates the appointment of a local Homeless Liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are enrolled in and have a full and equal opportunity to succeed in school [42 U.S.C. § 11432(g)(1)(J)(ii) and 2 U.S.C. § 11432(g)(6)(A)].

For more information, refer to [Arizona Department of Education, Homeless Education, 42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths](#), or contact:

LEA Homeless Liaison	State Homeless Education Program Coordinator
LEA Name	Arizona Department of Education
LEA Homeless Liaison Office Address	1535 W. Jefferson Street
LEA Homeless Liaison Phone Number	Phoenix, AZ 85007
LEA Homeless Liaison Email address	(602) 542-4963
	homeless@azed.gov





When should this be shared?

- During training with school district personnel and community partners;
- During school enrollment and re-enrollment;
- On the district website;
- In district newsletters; and
- Anytime a McKinney-Vento Eligibility Determination is shared

Find this sample document and download for use at www.azed.gov/homeless.



Identification Student Residency Questionnaire

 **STUDENT RESIDENCY QUESTIONNAIRE** 

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq. Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attend: _____

Do you have adult: _____

Do you have child: _____

Please provide info: _____

Section B

Name of the parent/guardian/adult caring for the student: _____

Relationship to the student: _____

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship? Yes ☐ No ☐

Please place an "X" in each box that best describes where the student sleeps at night.

☐ In a place that does not have windows, doors, running water, heat, electricity, or overcrowded

☐ Staying with a friend or relative because of loss of housing, economic hardship, or similar reason (Example: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)

What date did you begin staying here? _____

☐ In a shelter/transitional housing program (name of agency): _____

What date did you begin staying here? _____

☐ In an unsheltered location (e.g., tent, vehicle, abandoned building, streets, campground, park, bus/train station, or similar place)

Provide the main cross streets of this unsheltered location: _____

☐ In a hotel/motel (name of hotel/motel & address) _____

What date did you begin staying here? _____

☐ With an adult that is not a parent or court appointed legal guardian

☐ Alone, not in the care of a parent or court appointed legal guardian

☐ None of the above (Please explain): _____

The following signature certifies that the information provided above is accurate. False claims about living situations may affect enrollment.

Signature of Person Providing Information _____ Date _____

Parent/Legal guardian/Caregiver/Student

For School Use Only

Please note, the student's cumulative file should not include a copy of this form. Do not make copies of this form. If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____

Please check the housing types that apply:

Sheltered ☐ Doubled-up ☐ Unsheltered/FEMA/Substandard ☐ Hotel/Motel ☐

Unaccompanied youth: Yes ☐ No ☐ Transportation to school of origin needed: Yes ☐ No ☐

Date received by Homeless Liaison _____

ADE Student Residency Questionnaire Sample 1/2023

This questionnaire will help to screen for McKinney-Vento eligibility and ensure that parents and students are informed about the law.

- LEA school registration packets should include this questionnaire and a summary of McKinney-Vento eligibility criteria and rights.
- The questionnaire should include options to identify **preschool aged children** and **unaccompanied youth**.

Find this sample document and download for use at www.azed.gov/homeless.



Identification Caregiver's Authorization Affidavit

Unaccompanied youth is defined as "a homeless child or youth not in the physical custody of a parent or guardian" [42 U.S.C. § 11434a(6)]. For an unaccompanied youth to be considered eligible for rights and services under the McKinney-Vento Act, he or she must meet the Act's definition of homeless child or youth.



CAREGIVER'S AUTHORIZATION AFFIDAVIT (This form is not a legal document and is solely for school contact only.)



The information on this form is required to meet the Education for Homeless Children and Youth (EHCY) program, under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). There are situations when a child who is homeless may not be able to reside with their parent or guardian; however, this fact does not nullify the child's or youth's right to receive a free, appropriate public education. In this situation, the child may be considered an unaccompanied youth unaccompanied youth a youth not in the physical custody of a parent or guardian. [42 U.S.C. §11434a(6)].

The adult "caregiver" requesting enrollment for a minor student shall complete this form. The caregiver is defined as the person presenting him/herself for enrollment and educational services while not in the physical custody of a parent or legal guardian.

By signing below, I acknowledge the following:

- I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor student named below, who is unaccompanied by a parent or legal guardian.
- I agree to make a good faith effort to encourage the minor student named below to attend school.
- I will attempt to contact the school office if I become aware that the minor student named below will not be attending on that day(s) and share whether the absence is with or without my approval.
- I have provided the school district with proof of my residence and personal identification.
- I understand that signing this document does not make me the legal guardian of the minor student listed below or financially responsible for the minor student, even if I am providing financial support to the student.
- I understand that I may choose to make educational decisions on behalf of the minor and in all other ways stand in authorizing party with respect to federal, state and district educational policy, including, but not limited to, accessing minor's educational records, representing the minor in enrollment, disciplinary, curricular, special education or other signing permission slips for school activities, and any other decision that facilitates the minor's educational experience.

Student Information

Name of the minor student: _____ Date of birth: _____

Last school or district the student attended: _____

Caregiver Information

Name: _____ Date of birth: _____

Home address: _____

Telephone number(s): _____ Email address: _____

☐ I am relative of the minor (grandparent, aunt, uncle, sibling) ☐ I am not related to the minor student

General Information

Please check one and provide additional information if it is available:

☐ The student is staying at my home address, as listed above.

☐ The student is staying at the following location: _____

Please check any that apply:

☐ While I am currently helping with the care of the minor student, I do not wish to assist school officials with making education-related decisions.

☐ I have notified the parent(s) or other person(s) having legal guardianship of the minor of my intent to assist school with making education-related decisions in the best interest of the student and have received no objection.

Please provide the name and phone number for the parent: _____

☐ I am unable to contact the parent(s) or legal guardian(s).

Caregiver Signature: _____ Date: _____

For School Use Only
This form should accompany the Student Residency Questionnaire. Send the original forms to the LEA Homeless Liaison. The student's cumulative file should not include a copy of this form and you should not make copies under any circumstances.
Name of school site personnel who enrolled the student: _____

Dr.
by
LA

ADE Caregiver's Authorization Affidavit Sample



Find this sample document and download for use at www.azed.gov/homeless.

Identification & Referral



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.

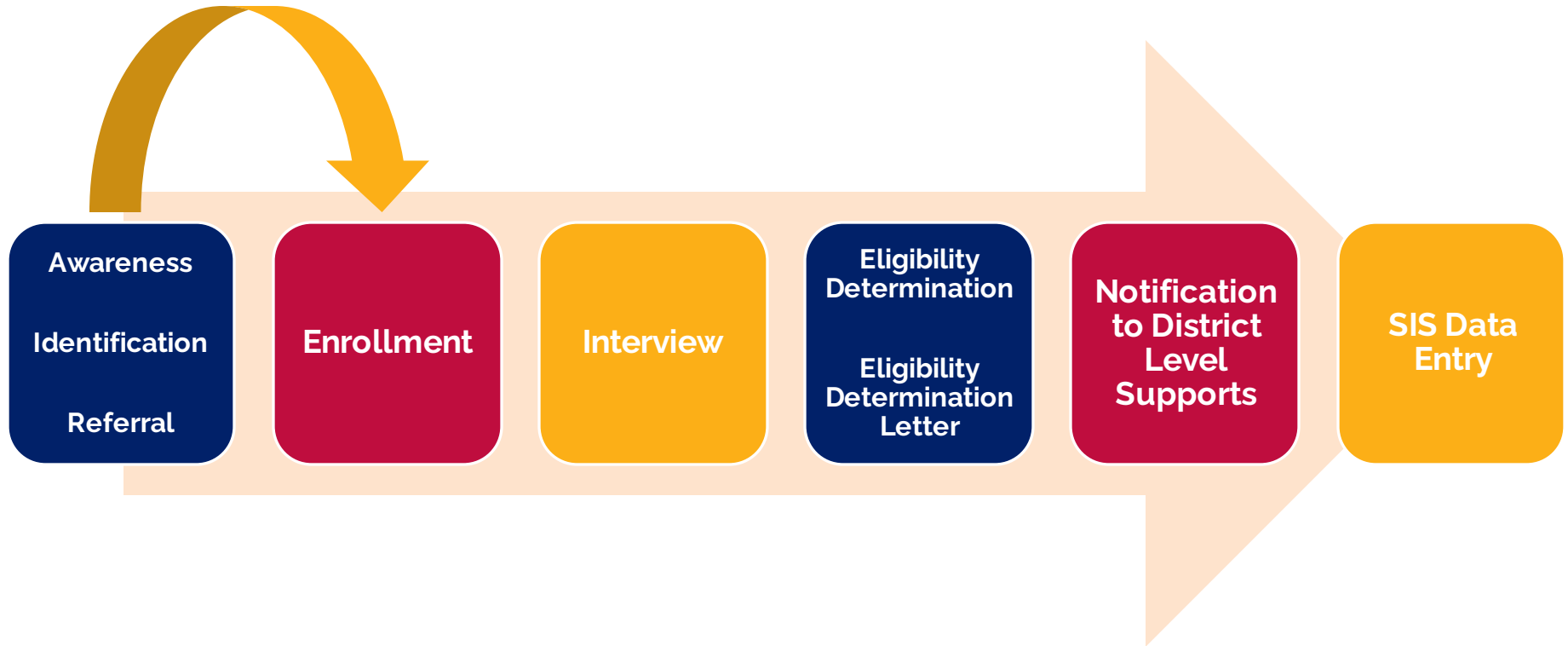
For guidance documents related to the procedures outlined in this document, please click on the following link, [Federal Education for Homeless Children and Youths \(EHCY\) Program Profile](#).

ADE Identification Procedures Sample.docx

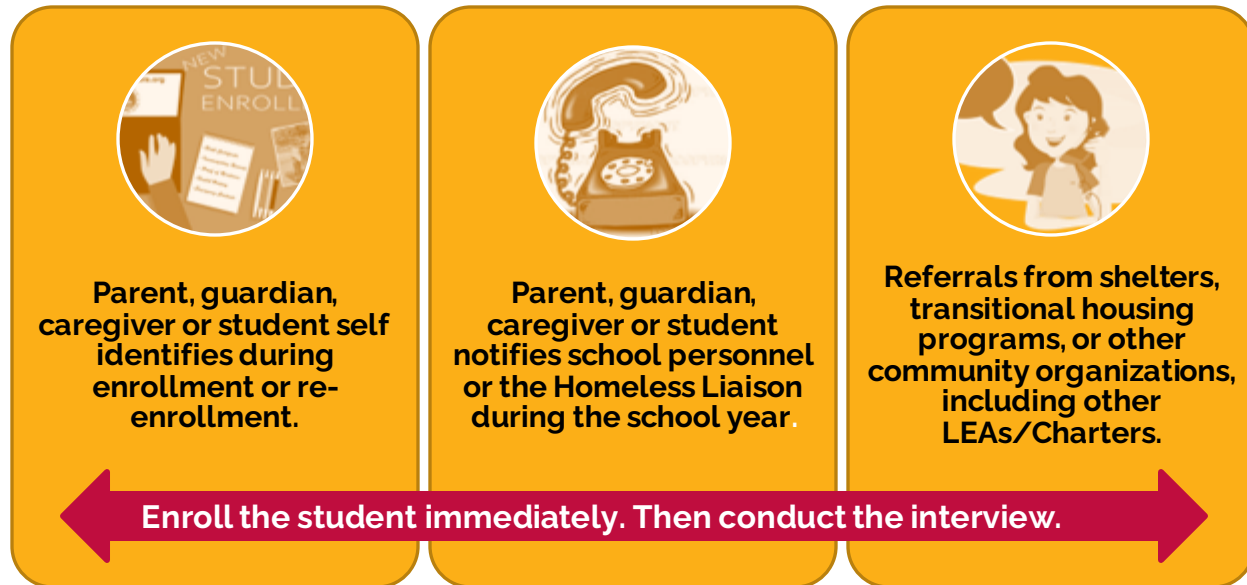
LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of children and youth experiencing homelessness in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences [42 U.S.C. §11432(g)(1)(I)].

Find this sample document and download for use at www.azed.gov/homeless.

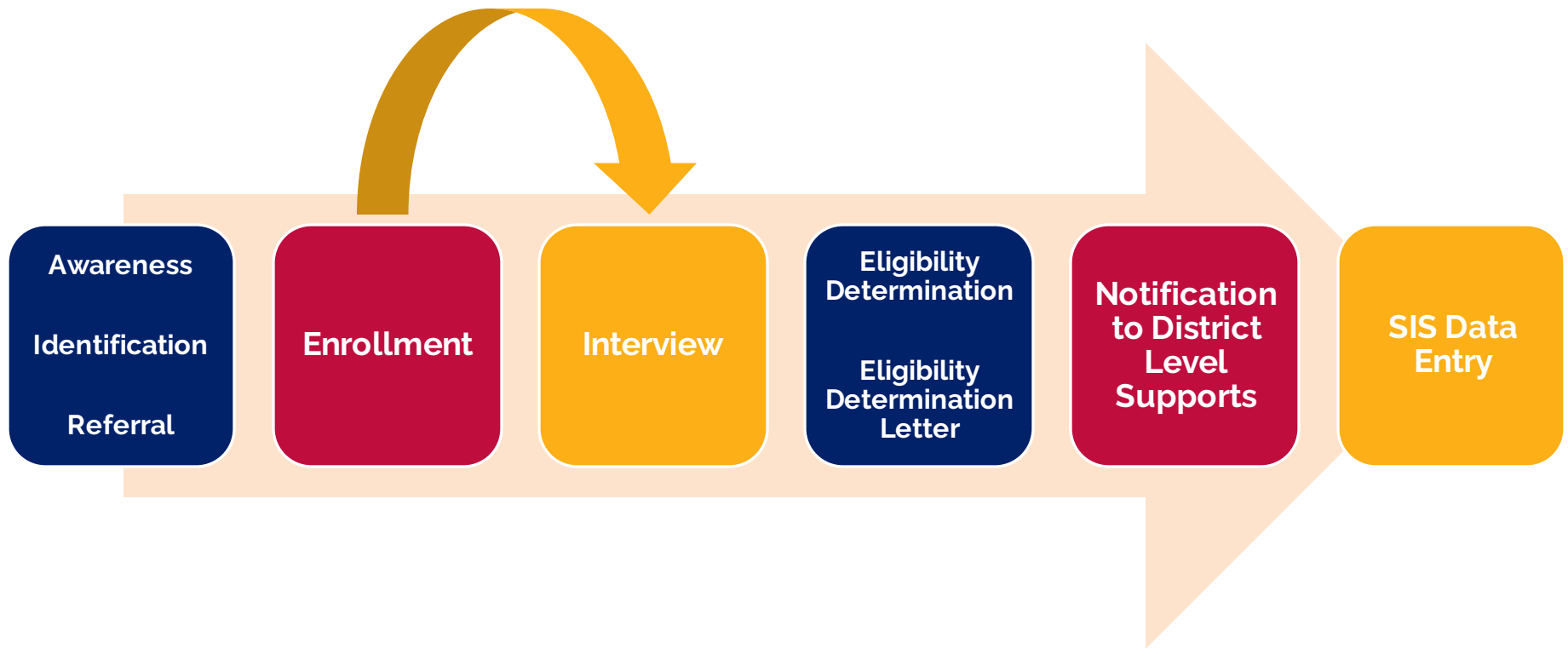




Enrollment

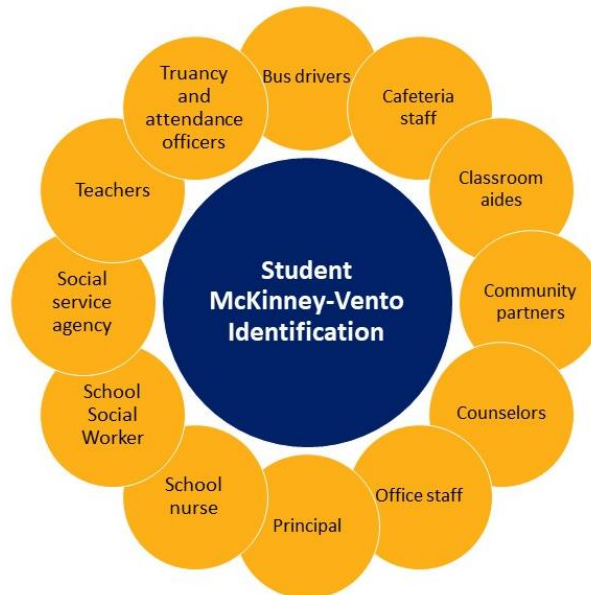
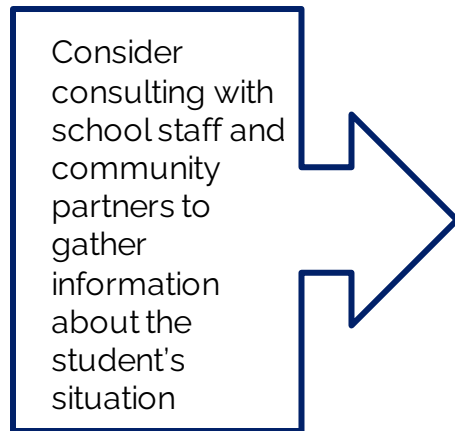
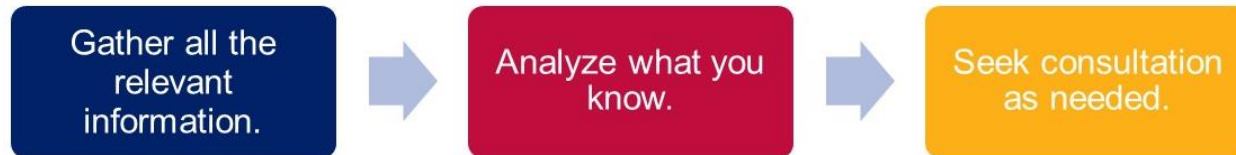


Schools must enroll children and youth experiencing homelessness immediately, and ensure they receive educational and related services for which they are eligible [42 U.S.C § 11432(g)(6)(A)(iii)], even if they are unable to produce records normally required for enrollment or have missed application or enrollment deadlines during any period of homelessness [42 U.S.C. § 11432(g)(3)(C)(i)].



Interview

The process of identification and eligibility determination involves three basic steps:



Interview Identification & Eligibility Interview Questions & Checklist



Homeless Education

Page 1

ADE Identification & Eligibility Interview Questions & Checklist

Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies. (42 U.S.C. § 11432 (g)(6)(A)(i)). Subtitle VII-B of the McKinney-Vento Homeless Assistance Act

The process of identification and eligibility determination involves three basic steps:



Each student has a unique housing situation; as a result, determinations regarding eligibility and services under the McKinney-Vento Act must be determined on a case-by-case basis for each student. Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process to facilitate the acquisition of pertinent information. In other words, it is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. Understanding the entire scope of the situation will enable you to make a well-informed decision.

As you conduct your interview process, consider consulting with school staff and community partners to gather information about the student's situation. Staff often build a relationship with the student, or parent, and can be privy to additional details. Remember to be mindful of confidentiality requirements when collaborating, as outlined within [The Family Educational Rights and Privacy Act \(FERPA\)](#).



McKinney-Vento awareness is established by way of the McKinney-Vento Homeless Liaison offering yearly trainings to school personnel, service providers, community partners, social service agencies, and advocates.

By providing this training, the McKinney-Vento Homeless Liaison can rely on these stakeholders in the future with the referral, identification, and information gathering to support children and youth experiencing homelessness.

For additional support regarding awareness, interview process, and identification best practices, reference the [NCHE Homeless Liaison Toolkit](#) and [NCHE Brief: Identifying Children and Youth in Homeless Situations](#).

The McKinney-Vento Education for Homeless Children and Youth Act provides a definition of homelessness for children and youths to be used by state educational agencies (SEAs) and local educational agencies (LEAs). It defines homelessness for children and youth to be those who lack a fixed, regular, and adequate nighttime residence (42 U.S.C. § 11434a(2)).

Use the following checklists to help guide your conversation with the parent, guardian, caregiver, or student to determine if the student's living situation is considered fixed, regular, and adequate.



Homeless Education

ADE Identification & Eligibility Interview Questions & Checklist

This form serves as a tool to assist McKinney-Vento personnel with determining if a student qualifies as "homeless". This interview form is organized into the following sections:

Step 1 – Homeless Determination	Step 2 – Assessment of Need Planning Guide
Sections: Fixed, Regular, Adequate, & Other Considerations	Sections: Basic Supports, Educational/Academic Supports, & Additional Supports
Instructions <ol style="list-style-type: none"> 1. Conduct the interview. Take detailed notes. 2. Make a determination by analyzing the student's situation as a whole. 3. If the student is not determined to be homeless, complete necessary notification and documentation. 4. If the student is determined to be homeless, continue to Step 2: Assessment of Need Planning Guide. 	Instructions <ol style="list-style-type: none"> 1. Conduct the interview. Take detailed notes. 2. Determine what next steps will be taken, with emphasis on addressing the high needs (H) by setting a timeline and designee responsible for addressing each need. 3. Finalize documentation.

Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process, consider meeting or talking with the parent or guardian in a private space. It is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. *Ensure they are aware of their rights and the procedure of making a homeless determination prior to beginning the interview.*

Interview Conducted By: _____ Date of Interview: _____

Persons Interviewed: _____ Relationship to Student(s): _____

Student(s) Eligible: _____

School(s) of Enrollment: _____

Step 2 – Assessment of Need Planning Guide

This section is intended to assess what supports the student(s) may need.

Step 1: Use this section as a needs assessment for each individual student. If they are enrolled at different schools, they will have vastly different needs (IEP, preschool, transportation, or other educational programs).

Step 2: In the first column use the indicators H, P or N to identify the level of need.

H = High Need (Need cannot be met without help.)
P = Partial Need (Need can partially meet the need.)
N = Not a need (Need can be on their own.)

Step 3: Review what plans the parent has in place to address the need over time.

Step 4: If the LEA is going to provide support, indicate if this is a one time or ongoing need. Establish the process for ongoing support with the parent.

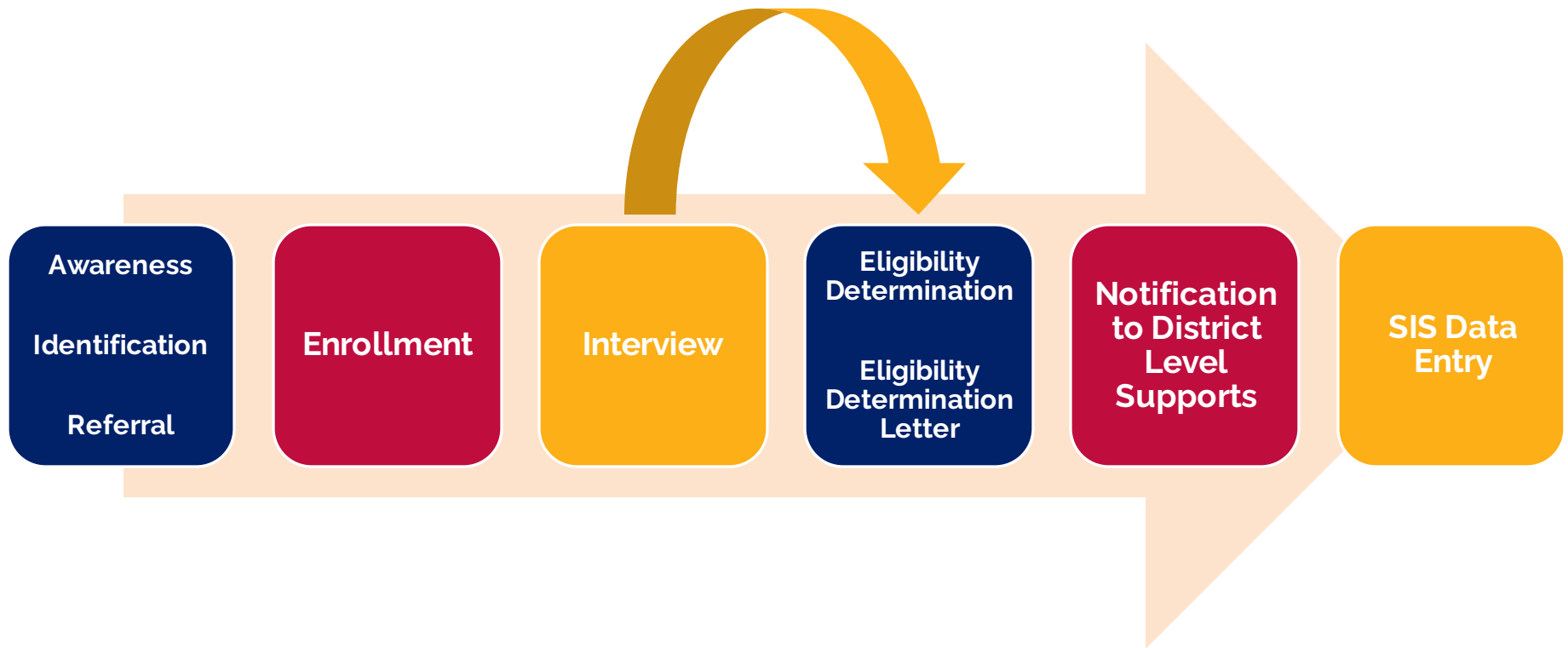
Basic Supports			
H,P,N	Need	Action Plan	One time or ongoing
	Free breakfast & lunch (in school)		
	Food needs (outside of school)		
	Clothing needs		
	Hygiene Products		
	Laundry Facilities		
	Medical, Dental, or Vision Services referrals		

Page 2

Find this sample document and download for use at www.azed.gov/homeless

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Eligibility Determination & Written Notification Letter

In compliance with 42 U.S. C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, written notification must be provided to the parent, guardian, caregiver or student. The right to appeal the decision must be included.

Find this sample document and download for use at
www.azed.gov/homeless.



Homeless
Education

ADE Written Notification of
McKinney-Vento Eligibility Decision

(Date) _____

This letter shall serve as written notification of the decision made regarding McKinney-Vento eligibility, school selection and enrollment determination, in compliance with the McKinney-Vento Act, §722(g)(3)(E)(i).

Name of Parent(s)/Guardian(s) _____

Name of Student(s) _____

☐ It has been determined that your situation does qualify the student noted in this letter as McKinney-Vento Eligible based on the following:

☐ The student(s) qualify for McKinney-Vento services, and it is in the best interest of the student(s) to remain in the School of Origin (Enter the school district and school name in this section.) _____

☐ The district will provide transportation. The McKinney-Vento Homeless Liaison will arrange this.

☐ The district will not provide transportation based on the following: (Provide details surrounding the decision.) _____

☐ The student(s) qualify for McKinney-Vento services, and they are not in the physical care of a parent or legal guardian due to hardship. Furthermore, the student meets the definition of an Unaccompanied Youth.

☐ The student(s) qualify for McKinney-Vento services, but it may not be in the best interest of the student(s) to remain at their School of Origin (Enter the school district and school name) and will be supported in enrolling in their new Local Attendance Area School (Enter the school district and school name). This determination was based upon: (Provide an explanation of the decision. If it was based on the outcome of a BID meeting provide those details in this section, including the date.) _____

☐ It has been determined that your situation does NOT qualify the student(s) noted in this letter as McKinney-Vento eligible. If your living situation changes, you may re-apply. You also have the right to appeal this decision. Contact the McKinney-Vento Homeless Liaison for assistance. The student(s) listed above has/have the right to enroll or remain enrolled in the requested school pending the resolution of the dispute. The decision was based on the following:

☐ The current primary nighttime residence is considered fixed, regular, and adequate.

☐ The current living situation reported is considered a choice or preference and not due to hardship.

☐ The student is in the company of a parent or legal guardian.

☐ Other: (Provide an explanation of the decision.) _____

Please see the accompanying document, *Rights of Homeless Students*, for additional information regarding our commitment to the educational rights of homeless children, youth, and unaccompanied youth.

Thank you,

McKinney-Vento Homeless Liaison Name _____

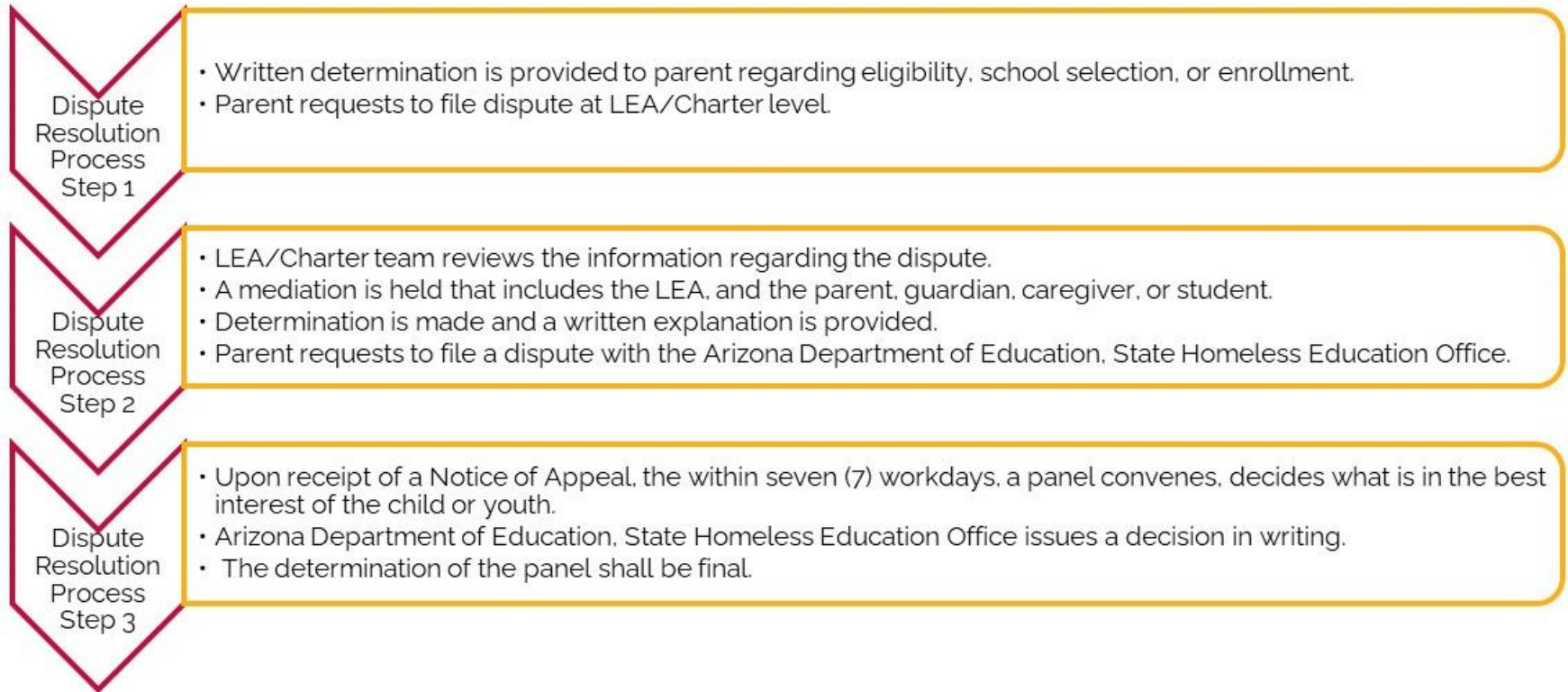
District/LEA Name _____

Email address _____

Phone _____

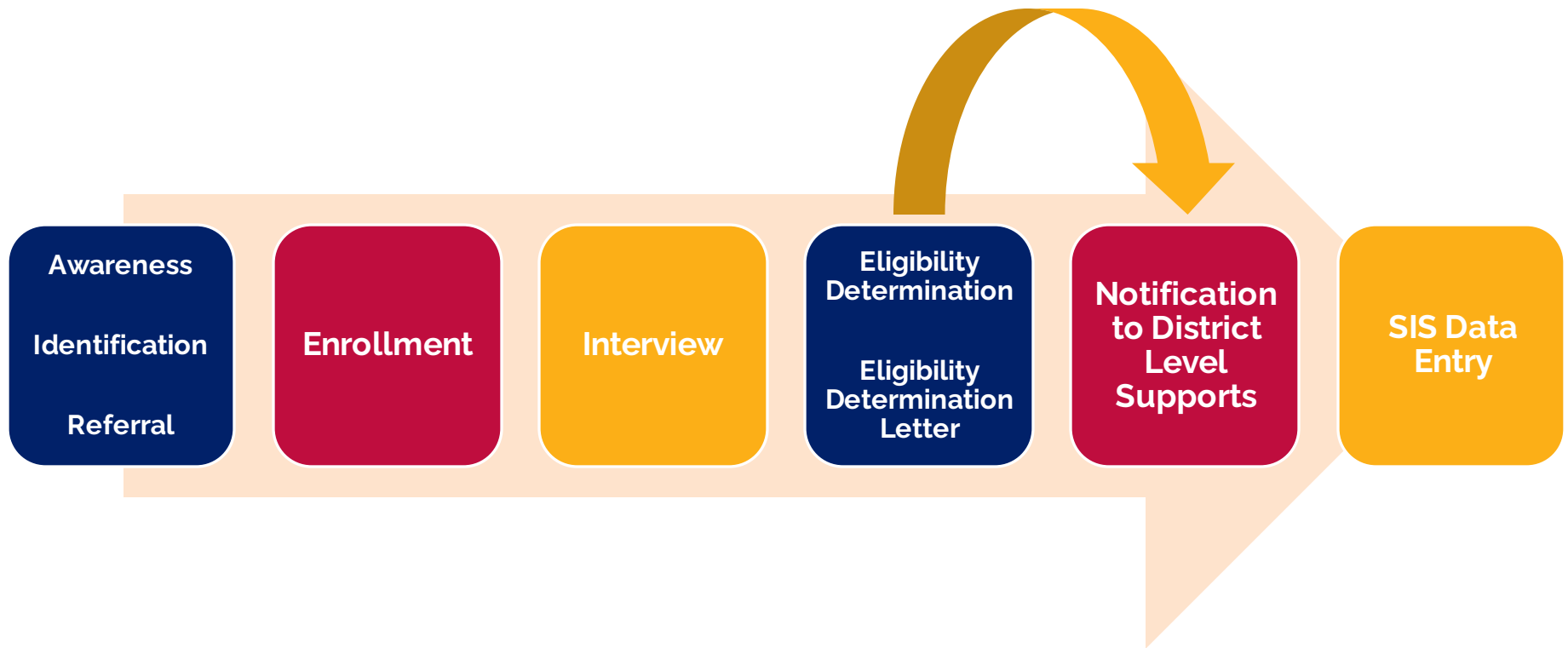


What Should Accompany the Written Notification?



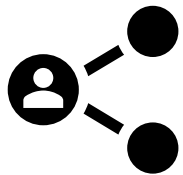
The State Dispute Resolution Process and form can be found at www.azed.gov/homeless. Remember, this is to be utilized AFTER the dispute has been filed at the LEA level.





District Level Notification

Develop a procedure to ensure sharing a student's McKinney-Vento status is protected. It is critical that all such efforts be grounded in sensitivity and respect, keeping the academic well-being and best interest of the child or youth in the forefront. Districts should ensure that district policies are consistent with requirements under FERPA.



McKinney-Vento status is considered part of a student's educational record and therefore can be shared with district staff with legitimate educational interest in the information. They need it to do their job.

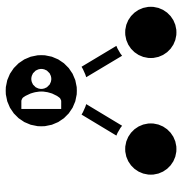
FERPA Statute states:

"Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; ..."*



District Level Notification

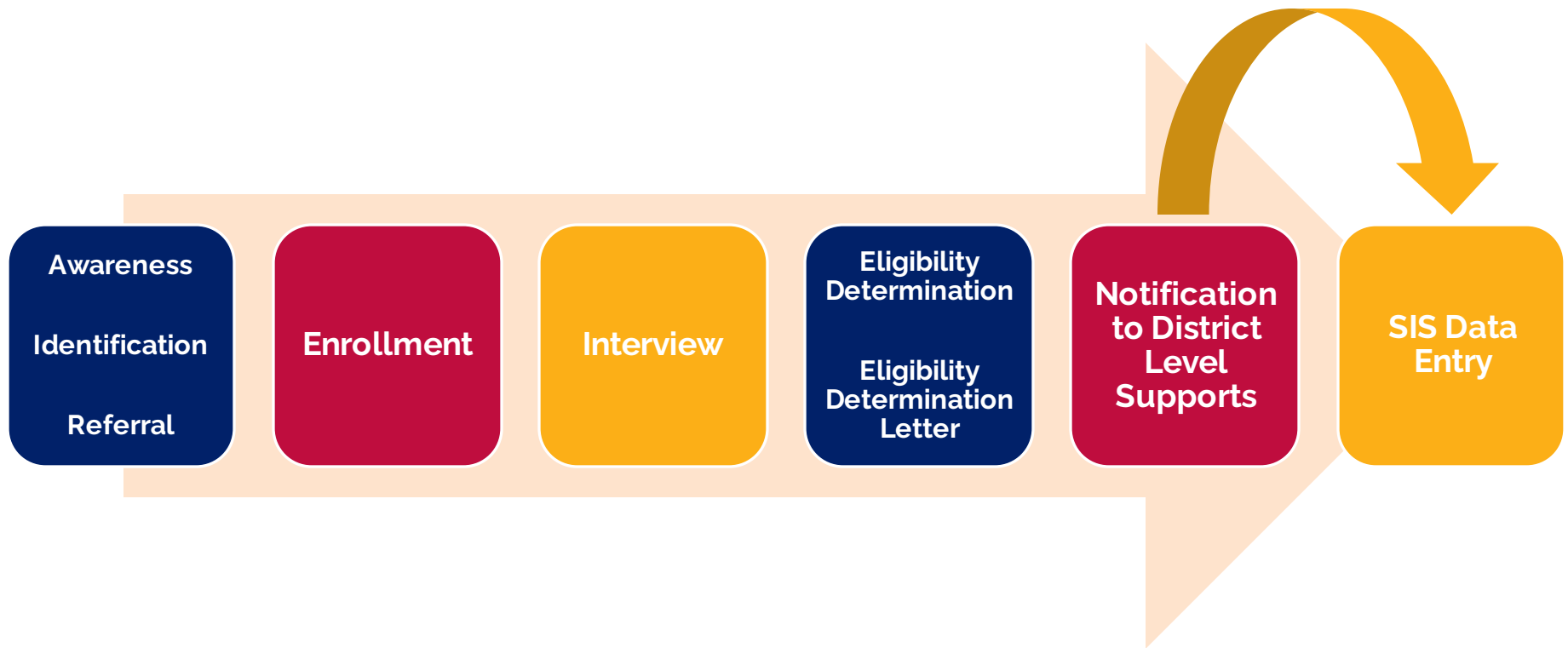


Collaborating with district staff who have a legitimate educational interest can be a key strategy to “remove barriers to the identification of homeless children and youths.” 42 U.S.C. §11432(g)(1)(I).

Who has an educational need to know?

- School site administrator
- Registrar
- School nurse
- School counselor or Social Worker
- Food and Nutrition contact
- Special Education contact (if necessary)

In the chat, share who you think McKinney-Vento eligibility should be shared with.



Student Information System (SIS) Data Entry

In the fall of each year, the State Coordinator will work with the ADE EDFacts Coordinator to submit required data from the previous school year to the ED. *Data consists of each individual McKinney-Vento eligibility determination and overall aggregate data.*



In order for the State Coordinator to submit the mandated data to the federal government, ADE requires that LEAs complete data submissions in the late spring or early summer of each year, coinciding with the end of the school year.

A breakdown in communication between the liaison and the district's data staff or the State Coordinator can result in a report containing data of poor quality.



Support Personnel & Necessary Tools

Consider consulting with your LEA's:

Title I Director

Grants Manager

Superintendents

Student Information System Team

Budget Department

Purchasing or Procurement

Communications and Marketing

Legal

Vendor communication to develop internal processes.

Necessary Tools

Ensure you have access to:

- ADEConnect,
- AzEDS Identity, &
- AzEDS Portal --> Student Analysis



Best Practice for Keeping Accurate Data

Who

- Determine who will be uploading data to the SIS.

What

- Homeless status*
- Primary nighttime residence
- Unaccompanied youth status

Where

- Work with you SIS vendor to understand AzEDS Upload

When

- Upload data the same day as eligibility determinations
- Determine a date by which data will be uploaded.
- Ensure knowledge of ADE quarterly deadlines.
- Under 12 mo. employees must ensure reporting if deadline is outside contract.

How

- Ensure internal systems are accurate
- Internal tracking systems





Homeless
Education

Thank You!

Visit our Website at azed.gov/homeless

Contact us at homeless@azed.gov