



## **ADE McKinney-Vento Attendance Sample Procedure**

State educational agency and local educational agencies must demonstrate they have developed, reviewed and revise, policies to remove barriers to the identification of homeless children and youths, and the enrollment and retention of homeless children and youths in schools in the State, including barriers to enrollment and retention due to outstanding fees or fines, or absences. [Title 42 of the U.S. Code](#)

There is no set timeline to resolve issues surrounding chronic absences due to the nature of homelessness. Federal law requires that districts remove barriers to attendance and that retention procedures are established. Zero tolerance policies may imply a barrier has been created. [ADE Best Practice for 10 Day Unexcused Absences Drop from Enrollment](#), established 11/07/2020.

In some instances, Truancy Officers may not enforce truancy laws with any family that is either covered under McKinney-Vento Education Assistance Act or is in the process of obtaining support or identification. The Truancy Officers may elect to defer to the McKinney-Vento Homeless Liaison to collaborate and implement strategies to assist with encouraging daily on time attendance.

Circumstances may present themselves when all attempts by the McKinney-Vento Homeless Liaison to support the student's return to school fail. This procedure explains how these situations will be addressed in collaboration with school administrators and/or superintendents.

It is our district's goal to exhaust all resources to remove barriers for the student to re-establish good attendance. This procedure will create two-way communication between school sites, school administrators, superintendents and the McKinney-Vento Homeless Liaison to better support and serve all students.

In line with best practice, school sites will **notify** the McKinney-Vento Homeless Liaison **prior to the 10-day threshold of unexcused absences** to avoid the necessity of addressing a potential drop from attendance. If that step is not taken **prior to the 10-day threshold of absences**, **do not automatically drop the student**. The following procedure has been established to demonstrate how situations involving attendance concerns will be addressed for homeless children and youth attending our school district.



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### Step 1

- The school site will notify the McKinney-Vento Homeless Liaison to advise them when the student has three consecutive unexcused absences.
- The notification is a request for assistance and further research regarding the circumstances of the student's absences.
- The following information will be provided by the school site to the McKinney-Vento Homeless Liaison.

Specific dates of absences.

Documentation of conversations with the parent regarding attendance.

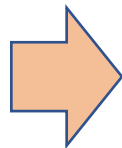
Student attendance profile.

Any additional details that may assist with the research.

### Step 2

- The McKinney-Vento Homeless Liaison will respond to the school site contact within one business day to confirm receipt of the request for assistance.
- Included in the response the McKinney-Vento Homeless Liaison will provide the school site with the following guidance.

Information for the Student Information System (SIS) data entry



Specific dates of absences that should reflect **excused** until further research is conducted.

Add note: "The student is currently identified as McKinney-Vento eligible. The Homeless Liaison has been notified of the attendance concern."

- The McKinney-Vento Homeless Liaison will begin research and explore strategies to resolve the attendance concern.



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### Step 3

- The McKinney-Vento Homeless Liaison will conduct their research, implement strategies such as holding a Best Interest Determination (BID) meeting to support the student's return to school, and provide an updated to the school site expeditiously.
- The McKinney-Vento Homeless Liaison will share the following details with the school site contact as applicable.

Information regarding the support provided to the student or family.

Updates regarding any changes in housing.

Expected date for student to return to school.

If transportation rerouting is necessary, an estimated date of completion will be provided.

Best Interest Determination (BID) meeting outcome if applicable.

### Step 4

- The McKinney-Vento Homeless Liaison will provide written notification to the parent, guardian, caregiver, or student regarding the discussion and outline future expectations.
- Include the following topics in the written notification.

Outline of all strategies and support provided by the McKinney-Vento Homeless Liaison to support the student's return to school.

LEA/charter attendance policy.

Arizona Revised Statute (A.R.S.)  
School attendance; exemptions; definitions.

Expected date for student to return to school.

If transportation rerouting is necessary, an estimated date of completion will be provided.

Best Interest Determination (BID) meeting outcome if applicable.



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### Step 5



**This step is used on a case-by-case scenario.**

- If all attempts to support the student to return to school fail, the McKinney-Vento Homeless Liaison will meet with the school administrator and/or superintendent.
- The McKinney-Vento Homeless Liaison will provide the findings of their research and strategies applied to remedy the attendance concern.

Overview of conversations with the parent.

BID meeting decision if applicable.

Information about the current and projected housing situation.

Academic needs of the student.

Additional details pertinent to the situation.

- The school administrator and/or superintendent will be solely responsible for deciding the next course of action.

Retain the student (continued enrollment)

Drop student from enrollment

Refer for truancy



**If the decision is made to drop the student from attendance or refer for truancy, follow step 6.**



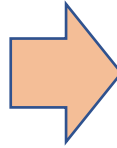
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### Step 6

- If a determination is reached that the student will be dropped from attendance or, referred to the truancy team, the school administrator and/or superintendent will take the following steps.

Drop the student from attendance.

Follow these steps.

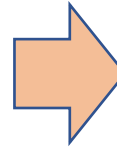


1. Provide the parent written notification of the decision. The letter will include information about the McKinney-Vento Dispute Resolution process.
2. Provide instruction to the office staff.
3. Document the decision within the SIS.
4. Provide the McKinney-Vento Homeless Liaison a copy of the written notification for record keeping.

OR

Refer the student for truancy.

Follow these steps.



1. Provide the parent written notification of the decision.
2. Provide instruction to the office staff.
3. Notify the appropriate truancy staff member/
3. Document the decision within the SIS.
4. Provide the McKinney-Vento Homeless Liaison a copy of the written notification for record keeping.



**Please note, students may request re-enrollment at a future date. Despite the previous decision made by the school administrator or superintendent, the enrollment request will be accepted and evaluation for McKinney-Vento eligibility will be honored as in-line with the district enrollment policy.**