



Homeless
Education

McKinney-Vento Homeless Liaison Training

Attendance & Transportation
Best Practice

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

Housekeeping Items

- A link to this recorded presentation and slides will be provided to attendees following the training. These materials will also be posted to the ADE HEP website.
- If you have questions, enter them into the chat and we'll answer as we have time. You can also email homeless@azed.gov with any questions.
- All resources referenced in this training can be located on the website or in the newsletter and may be adapted for your use.



Objective

- Participants will determine *essential processes* related to *attendance and the removal of barriers to enrollment and retention*.
- Participants will learn *transportation* best practices to ensure compliance standards are being attained.



Pre-Assessment

Let's test your knowledge.



Pre-Assessment

1. True or false: Homeless children and youth should be dropped from attendance if they become truant.
2. I'm familiar with the State of Arizona guidance document, ADE Best Practice for 10 Day Unexcused Absences Drop from Enrollment.
3. True or false: Transportation is provided to the school of origin only?
4. Name modes of transportation that can be considered by your LEA.



Foundational Requirement Attendance

"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**."

[42 U.S.C. §
11432(g)(1)(J)(3) -
Title 42 of the
U.S. Code



Foundational Requirement School of Origin

"To counteract the educational disruption caused by mobility, the McKinney-Vento Act provides students experiencing homelessness with the right to continue attending the ***school of origin*** or enroll in any public school that nonhomeless students who live in the same **attendance area** are eligible to attend, according to the **student's best interest.**"

[42 U.S.C. §
11432(g)(3)(A)]
Title 42 of the
US Code



Foundational Requirement School of Origin

The term “**school of origin**” means the **school** that a child or youth **attended** when **permanently housed**, or the **school** in which the child or youth was **last enrolled**, including a preschool.

[42 U.S.C. §
11432(g)(3)(I) (i)]
Title 42 of the
US Code






Foundational Requirement Transportation

"The Local liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to the school selected in accordance with the best interest determination."

[42 U.S.C. §
11432(g)(6)(A)(viii)]
Title 42 of the US
Code



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.



Attendance

Any **requirements** in **laws, regulations, practices, or policies** that may **act** as a **barrier** to the identification, enrollment, **attendance**, or **success** in school of **homeless** children and youth **must be eliminated**. [42 U.S.C. § 11432(g)(1)(I)]

What potential barriers to identification, enrollment, ATTENDANCE and success in school?

How can these barriers be alleviated?

What is the LEA/charter required to do to uphold rights and ensure services?



Barrier Example

Under the “compulsory education” laws in Arizona, children between the ages of 6 and 16 must regularly attend school. (Ariz. Rev. Stat. § 15-802 (2019))




***How much do you think
a ticket for truancy is?***

Truancy and attendance officers may elect to not enforce **truancy laws** with any family that is either covered under McKinney-Vento Act or is in the process of an identification referral. Establishing a **referral system** would be more effective than citing the family to court.

Barrier Example

Causes for Poor Attendance

Frequent changes in housing	Lack of transportation	Poor Health/Nutrition	Poor Hygiene
Social and Behavioral Concerns	Concern for safety	Poor academic performance	Unaccompanied Youth may lack support of a caring adult
	Employment that interferes with attendance	Concerns about being reported to child welfare and law agencies	



Elimination of Barriers - Partnerships

Who can you thought-partner with in to encourage students to attend school regularly?



Elimination of Barriers- Strategies

A key **responsibility** of the McKinney-Vento Homeless **Liaison** is **working** with **key district personnel** to **develop guidance** to support homeless children and youth.

Strategies to Consider

- Develop an Attendance Procedure for HCY
- Review attendance policies for your LEA
- Establish and streamline communication with office staff
- Incentivize students to encourage daily on time attendance
- Establish check ins with students to assess attendance needs

Provide Training

- Administrators
- Superintendent
- Office staff responsible for attendance reporting
- Truancy and attendance officers



Support Personnel & Necessary Tools



Homeless Education

ADE McKinney-Vento Attendance Sample Procedure

State educational agency and local educational agencies must develop, review and revise, policies to remove barriers to the identification of homeless youths, and the enrollment and retention of homeless children and youth, including barriers to enrollment and retention due to outstanding fees. [Section 11132 of the U.S. Code](#)

There is no set timeline to resolve issues surrounding chronic absence due to homelessness. Federal law requires that districts remove barriers to enrollment and retention. Zero tolerance policies may imply a barrier to enrollment. [Best Practice for 10 Day Unexcused Absences Drop from Enrollment](#)

Necessary Tools

- Implement an **Attendance Procedure** (Sample for can be found on our website)
- Ensure you have **access** to the Student Information System (**SIS**) **Attendance** screens



Let's Take a Poll!

We'd like to learn more about your LEA/charters process for managing and monitoring **transportation attendance** and **usage** of McKinney-Vento students.

Please respond to the poll, and then we will go over results!

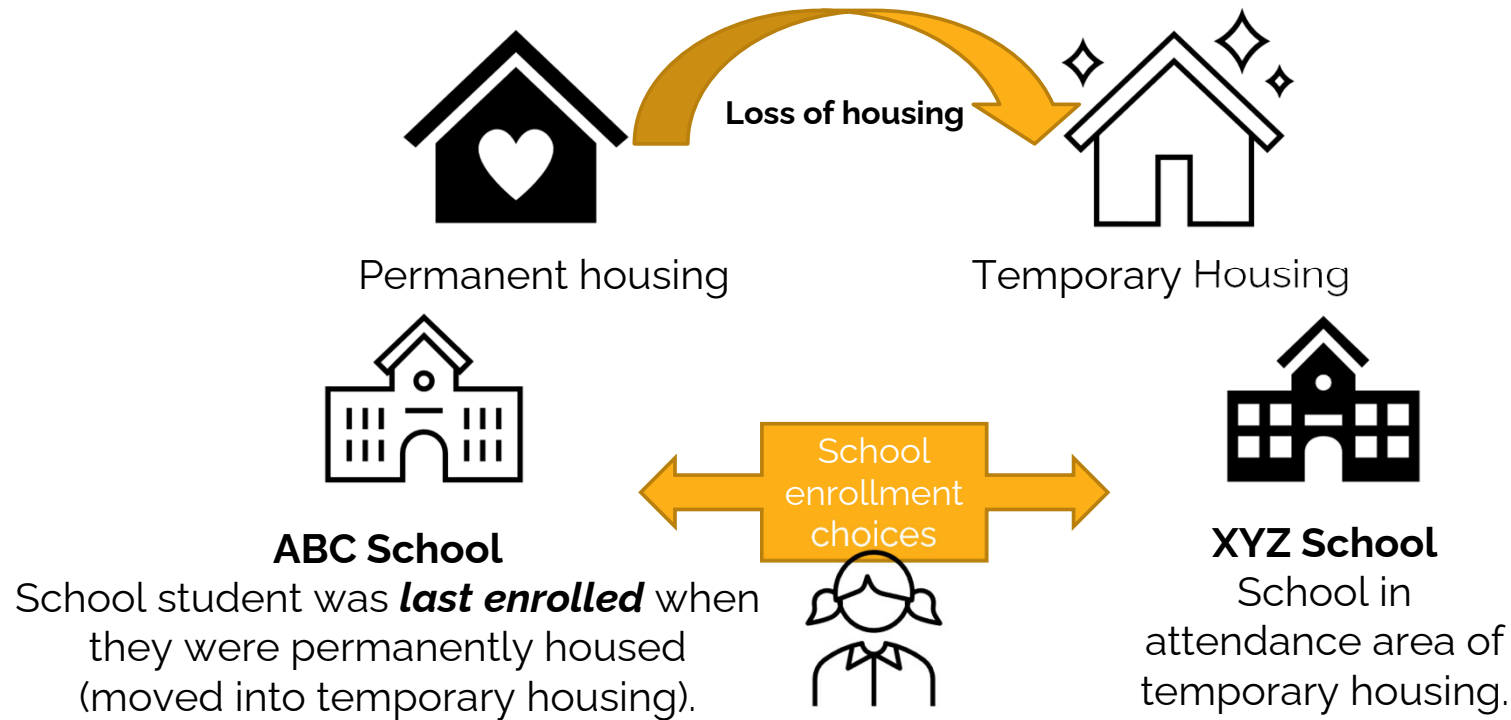


Transportation

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. § 11431 et seq.; **guarantees** rights and services to **remove** educational **barriers** for homeless children and youths. This is inclusive of provisions related to the **transportation** of children and youth experiencing homelessness.

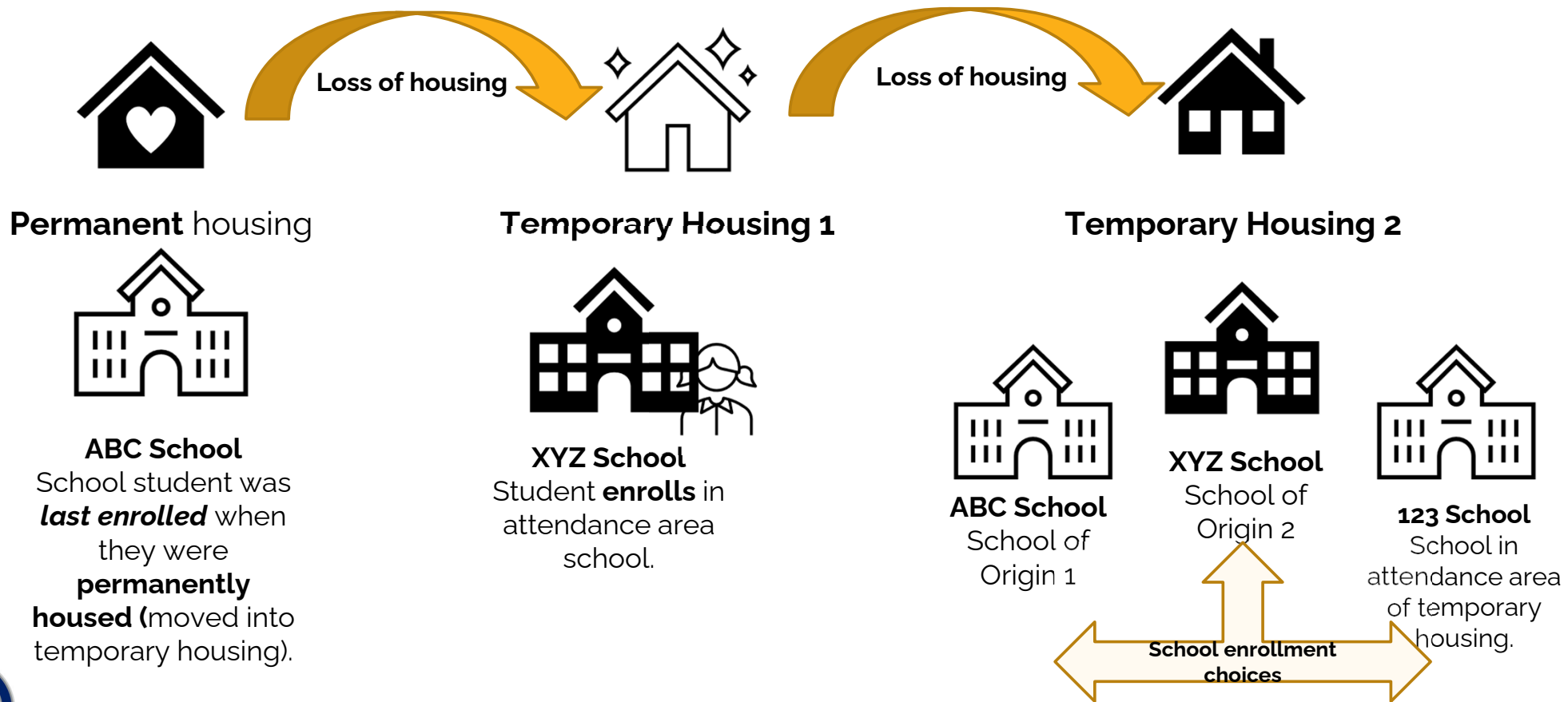


School of Origin

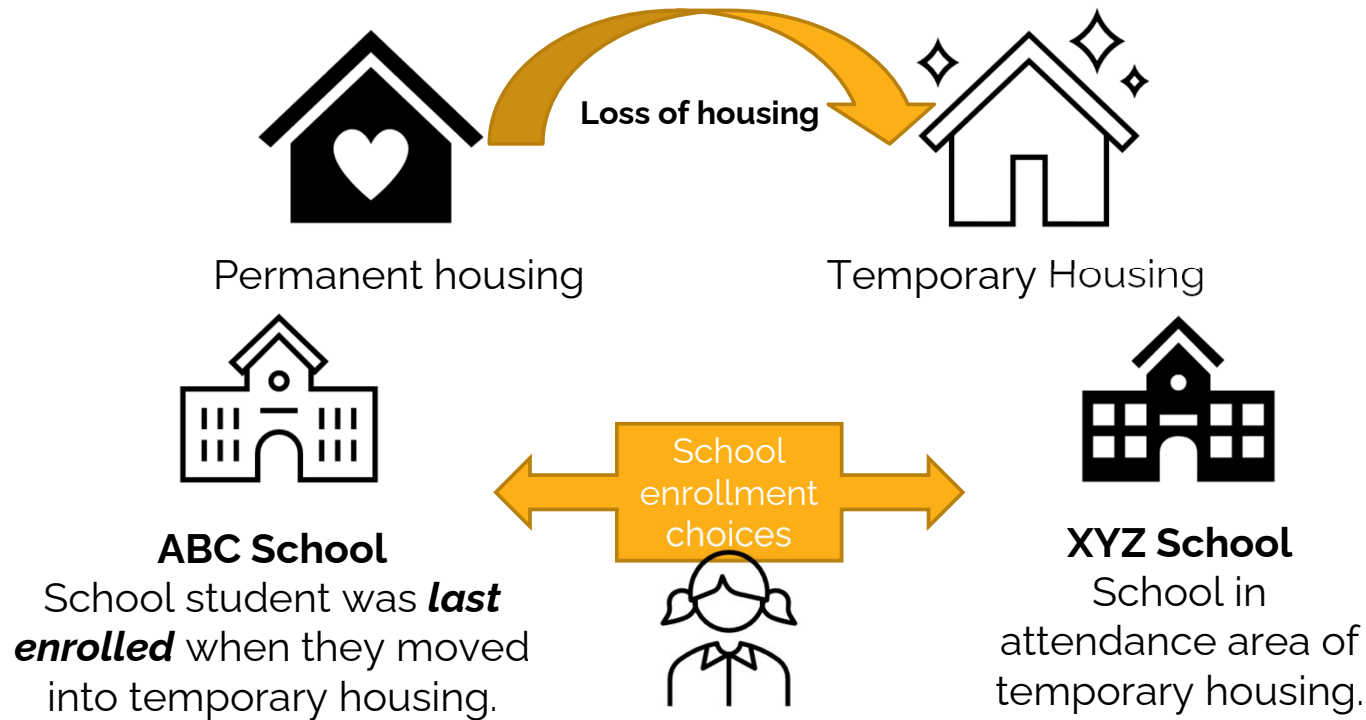


School of origin is defined as “**the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool**”. [42 USC1432\(g\)\(3\)\(I\)\(i\).](#)

School of Origin



Shared Transportation



School of origin is defined as “**the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool**”. [42 USC1432\(g\)\(3\)\(I\)\(i\).](#)

Shared Transportation Request

Why should you Implement a Transportation Request form, for your LEA/charter



Shared with your LEA and the district where the student is residing

Streamlines communication

Provides a source of documentation

Always completed by district of origin

Needs to be filled out in full, educational need to know

Any info the "other district/vendor" needs to know should be on this form

Always list correct Home language

**ADE
Transportation Request Form
Sample can be found on our website**



- Transportation **routing times may not hinder a student from full participation**. The student must arrive to their school of origin on time. Additionally, there should be no expectation for a student to dismiss early from class to load a transportation route.
- **Charter schools** must provide transportation for a homeless student to remain in the charter school as his or her school of origin, if requested, even if they do not provide transportation for any other students.
- As a **professional courtesy**, if you are not the McKinney-Vento Homeless Liaison of the school of origin, **refrain from contacting the parent** to conduct your own assessment. If you have questions, contact the McKinney-Vento Homeless Liaison that submitted the request.
- Share a copy of your **districts calendar** with the sharing LEA/charter.

Shared Transportation Best Practice

"I don't have any busses available. Now what?"

Even if you don't have busses, drivers or aides you must find a way to provide half of any route requested.

Shared (half) can mean a variety of methods, but it must be appropriate for the **child**.

Solutions?

- **Vendors**
- **Mileage reimbursement**
- **city buspasses**
- **Gas cards**
- **Partnerships**



Transportation Agreements Bus Route & Vendor



TRANSPORTATION REQUEST FORM



Today's date: Click or tap to enter a date.

This request is: ☐ New ☐ Change request ☐ Cancellation | ☐ In-District ☒ Shared | Preference ☐ AM ☐ PM

School of origin district: _____ Name of Liaison: _____

Email of Liaison: _____ Phone number of Liaison: _____

Are there multiple children in this family that will be transported? ☐ Yes ☐ No

Student Name				
Grade	Student ID	Date of Birth	Gender	Does the student require transportation as a related service under the provisions of IDEA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Choose an item.		Click or tap to enter a date.		Details:
Contact information for <input type="checkbox"/> parent <input type="checkbox"/> guardian <input type="checkbox"/> caregiver <input type="checkbox"/> unaccompanied youth				
Name	Phone Number	Email Address	Does this individual require assistance in another language?	

Implement a
Transportation
Request form
for your
LEA/charter



Best Interest Determination

McKinney-Vento Homeless Liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully **informed** of all **transportation** services, including **transportation** to and from the **school of origin**, and is assisted in accessing transportation to the school selected in accordance with the best interest determination [\[42 U.S.C. § 11432\(g\)\(6\)\(A\)\(viii\)\]](#).

Conduct a BID for school enrollment requests and transportation requests when necessary.

The BID discussion can help determine what mode of transportation is the most appropriate.

Offers the opportunity to address attendance and non-usage concerns.



Mode of Transportation Determination

The **mode of transportation** offered should be the result of a student-centered decision with consideration given to the safety, viability, and logical option.



Transportation Agreements Bus Route & Vendor



Homeless Education

ADE McKinney-Vento Transportation Agreement

The purpose of the McKinney-Vento Homeless Education Act is to assist families that are experiencing homelessness or a temporary transition. (District name) will strive to remove barriers that would prevent your child from receiving a quality education. We will provide transportation for your child under the McKinney-Vento Act. To receive transportation services under the provisions of the McKinney-Vento Act, your child (which includes you as your child's parent/guardian) must abide by the rules listed in this agreement. We may suspend your child's transportation services if your child does not comply with these rules.

For Elementary, Middle and High School Students:

- Children must be ready and waiting at the agreed upon AM pick-up location and must board the transportation immediately following the PM bell.
- If your child will be absent from school for any reason, you must notify the transportation department by (enter time) by telephone at (phone number).
- You may not have door to door service and the pick-up location may be outside.
- The transportation will wait for only one (X) minute. Being on time is critical for all students.
- The transportation may not arrive or return every day at the same time so please be patient.
- There may be a need to coordinator transportation with another district as a shared responsibility.
- Children (grade X -12) will be dropped off whether an adult is present to meet them so please plan for your child/children's arrival from school.
- If your child/children do not use the ride without letting transportation know, it is referred to as a "No load." After 3-5 "No loads" the district will suspend the transportation. And, you will have to meet with the liaison at the

Implement a
Transportation
Agreement
form for your
LEA/charter



Transportation Agreements

Bus Pass

Implement a **Bus Pass Agreement** form for your LEA/charter



Homeless
Education

ADE McKinney-Vento Bus Pass Agreement Sample Form

The purpose of the McKinney-Vento Homeless Assistance Act is to assist families that are experiencing homelessness or a temporary transition. (District name) will strive to remove barriers that may prevent your child from receiving free, appropriate public education.

Under the provisions of the McKinney-Vento Act our district is supporting your request for school of origin enrollment and transportation. [\[42 U.S.C. § 11432\(g\)\(1\)\(J\)\(iii\)\(I\)\]. U.S. Code](#) Our office has determined that providing you with bus passes is the most logical and viable mode of transportation at this time. District safety policies were a consideration making this determination.

Please review the following required agreements for the issuance of bus passes before providing your signature:

- I agree to use the bus pass for transportation to and from school activities only.
- I am aware attendance may be evaluated for consistency, and the expectation is for daily, on time attendance.
- I agree to never use the bus pass for personal use.
- I understand the McKinney- Vento Homeless Liaison may electronically monitor the bus pass for usage.
- I understand, if there is excessive use, the district reserves the right to cancel the bus pass.
- I agree to never allow my elementary or junior high students to ride public transportation alone. I understand and agree my child(ren) must be accompanied by an adult (18 years or older). If the district



Best Practice for Transportation Non-Usage Notifications

Who

- Determine who will be responsible for providing the details.
- Transportation staff member
- Vendor contact

What

- Student information, including date and time of incident.
- Name of student, student ID
- Date
- Occurrence #
- Other details: how long did the driver wait

Where

- Where will the details be shared to the McKinney-Vento Homeless Liaison
- Email
- Tracking document
- Where will the incident be document in the SIS

When

- Frequency of notification
 - Daily
 - Weekly
 - Monthly
- When will the parent or student be notified?

How

- How will the non-usage be addressed
 - Phone call
 - Notification letters
- How will cancellation be determined



Written Notification Non-Usage



Date:
Parent/Legal Guardian/Caregiver/Unaccompanied Youth:
Address:

Dear Parent/Legal Guardian/Caregiver/Unaccompanied Youth,

The purpose of the McKinney-Vento Homeless Assistance Act is to assist families that are experiencing homelessness or a temporary transition. We strive to remove barriers that would prevent your child from receiving a quality education.

Our office has been trying to reach you regarding the transportation that we have arranged for your child/ren. The transportation department notified our office that your child is not using transportation services on a regular basis.

On the following dates, the student/s did not use transportation:

1. Monday, January 1, 2023
2. Tuesday, January 2, 2023
3. Wednesday, January 3, 2023

Enclosed with this letter, you will find a copy of the Transportation Agreement you signed. The agreement outlines the expectations to receive transportation services under the provisions of the McKinney-Vento Homeless Assistance Act. Below is a summary of the Transportation Agreement:

- If your child will be absent from school for any reason, you must notify the transportation department by (enter time) by telephone at (phone number).
- If your child(ren) does not use the ride without letting transportation know, it is referred to as a "No load". After 3-5 "No loads", the district will suspend the transportation. You will have to meet with the McKinney-Vento Homeless Liaison at the school to reinstate the ride.
- It is important for you to communicate with our office if there is a change of address or a new pickup/drop-off location. Please notify us immediately to prevent interruption of your child(ren)'s transportation.

Please contact our office at your earliest convenience so that we may help you resolve any issues you may be having with transportation, or if you have moved and need the transportation re-routed. **If we do not hear from you by _____, we will assume that you have moved and will subsequently cancel transportation.**

Regards,

McKinney-Vento Homeless Liaison



Date:
Parent/Legal Guardian/Caregiver/Unaccompanied Youth:
Address:

Dear Parent/Legal Guardian/Caregiver/Unaccompanied Youth,

The purpose of the McKinney-Vento Homeless Assistance Act is to assist families that are experiencing homelessness or a temporary transition. We strive to remove barriers that would prevent your child from receiving a quality education.

(Enter district name) has been providing transportation for your child(ren), listed below, since (enter date transportation began).

Student Name	Student ID	Grade	School of Origin
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Our district has communicated with you on several occasions regarding issues with the regular use of transportation. Enclosed with this letter, you will find a copy of the Transportation Agreement you signed. The agreement outlines the expectations to receive transportation services under the provisions of the McKinney-Vento Homeless Assistance Act. Below is a summary of the Transportation Agreement:

- If your child will be absent from school for any reason, you must notify the transportation department by (enter time) by telephone at (phone number).
- If your child(ren) does not use the ride without letting transportation know, it is referred to as a "No load". After 3-5 "No loads", the district will suspend the transportation. You will have to meet with the McKinney-Vento Homeless Liaison at the school to reinstate the ride.
- It is important for you to communicate with our office if there is a change of address or a new pickup/drop-off location. Please notify us immediately to prevent interruption of your child(ren)'s transportation.

Our district has elected to cancel the transportation services effective _____. This determination is based on your child(ren)'s attendance, failure to notify the transportation department when the child(ren) was absent, and previous conversations.

Dates of non-usage: (Include dates)

We are prepared to offer you a different mode of transportation (i.e., bus passes, mileage reimbursement, or gas vouchers). Please contact our office at your earliest convenience to further discuss.



Post-Assessment

1. True or false: Homeless children and youth should be dropped from attendance if they become truant.
2. I'm familiar with the State of Arizona guidance document, ADE Best Practice for 10 Day Unexcused Absences Drop from Enrollment.
3. True or false: Transportation is provided to the school of origin only?
4. Name modes of transportation that can be considered by your LEA.



Upcoming Opportunities

Determining Eligibility & Written Notification Requirements

Learn tips to guide your conversation to make McKinney-Vento eligibility determinations, and school enrollment. Incorporate best practice principles for proper notification of the decision, including the Dispute Resolution process.

- Wednesday, April 19, 2023, 10:00 am to 11:00 am
- Wednesday, April 26, 2023, 2:00 pm to 3:00 pm



How Do You Register?

1. ADE Homeless Education Program website
2. Email notification
3. Newsletter



Final Notes

Thank you for attending the training. I hope you found it resourceful and that you walked away with new insights!

- When you registered, you should have received a confirmation registration email, please save that for your records.
- Following this presentation, you will be directed to a survey. The completion of this survey along with registration and full attendance at this session will be used as proof of your participation.
- Once we have compiled these reports, we will send out a certification of participation. Please allow us time to analyze results and send these out.

