



**Homeless
Education**

McKinney-Vento End of Year Process & Procedures

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.
- At the end of the session, when you leave the meeting, you'll be directed to a survey. Please don't forget to complete it, as this is how we'll verify your attendance and participation.

Objective

Participants will learn best practices to ensure required notification of parents, guardians, caregivers, and students of McKinney-Vento eligibility end dates for the current school year.

Participants will understand end-of-year data reporting requirements.

Agenda

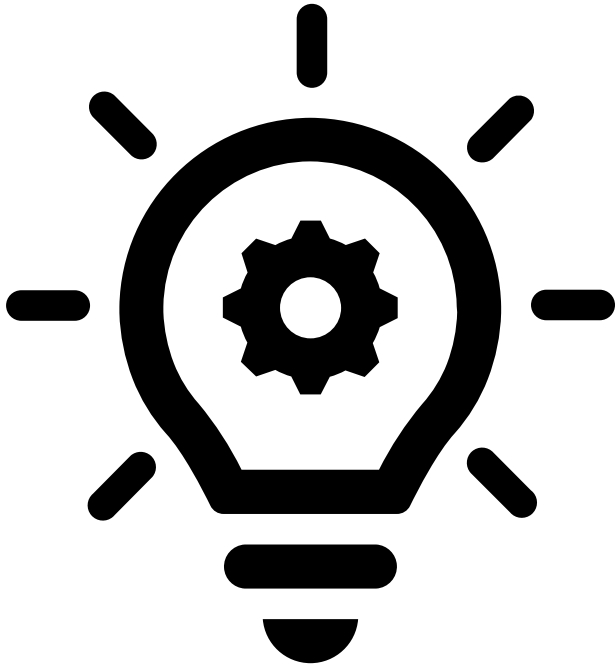
- Housekeeping Items
- Pre-assessment
- Review
- Legal Requirements
- Best Practices
- Resources
- Post-assessment

Pre-Assessment

Let's Begin!

Pre-Assessment

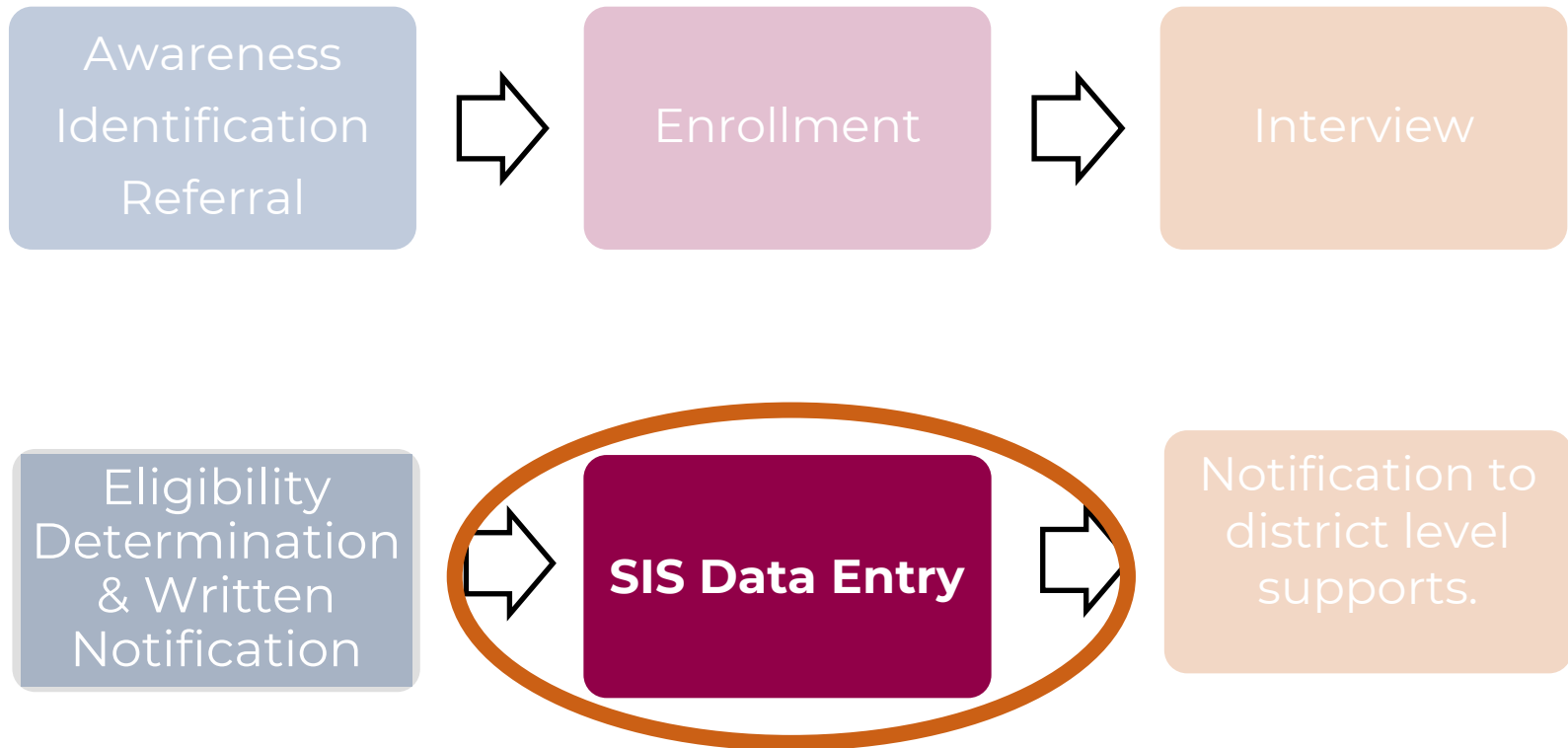
1. My LEA/Charter District utilizes an end of year letter to properly notify parents, guardians, caregivers, and students of McKinney-Vento eligibility end dates for the current school year.
2. I understand what steps need to be taken within the Student Information System (SIS) to ensure the accuracy of McKinney-Vento Student identifications.
3. My LEA has a plan in place to ensure all data has been uploaded prior to 6/30/2023 to meet compliance.



Review

**Student Information
System (SIS) Data and
Legal Requirements**

Eligibility Process



Requirements of Arizona McKinney-Vento Liaisons

According to [Arizona's ESSA State Plan](#), McKinney-Vento Liaisons must:

- Complete the McKinney-Vento Liaison Contact Form found on the ADE Homeless Education Program website;
- Collaborate with school personnel to ensure use of the Student Residency Questionnaire and Unaccompanied Youth Caregiver's Authorization Form to identify homeless students;
- Utilize the Best Interest Determination (BID) Form to make school enrollment decisions, when necessary,
- Assess the needs presented by the students through locally developed informal needs assessment tools;
- **Ensure required student data elements for homeless students and youth are accurately submitted to ADE;**
- Provide at minimum an annual training to all LEA school staff including administrative staff; and
- Annually develop, review, and revise policies to increase access to educational opportunities and academic success.

Federal Legal Requirement



The McKinney-Vento Act **requires data to be collected** and provided to the federal government and for the Secretary of Education to disseminate that information to stakeholders. Additionally, state educational agencies **(SEAs) must include counts of homeless students** on their agency **websites**.

[42 U.S.C. § 11432(f)(1), 42 U.S.C. § 11432(f)(3)], [42 U.S.C. § 11434(h)(1)], [42 U.S.C. § 11432(f)(1)(A)]

SEA Legal Requirement



SEAs must consider the quality of a subgrant application, the appropriateness of proposed activities **based on identified student needs**, and past success in meeting student needs before making awards.

[42 U.S.C. § 11433(c)(3), 2 C.F.R. Section 200.205]

LEA Legal Requirement




Local educational agencies (LEAs) that compete for subgrant funds must provide needs assessments and **demonstrate a need** for funds as part of their subgrant applications. Likewise, state educational agencies (SEAs) may consider the **number of homeless students enrolled in the LEA** prior to making subgrant awards.

[42 U.S.C. § 11433(b)(1)], 42 U.S.C. § 11433(c)(2)]

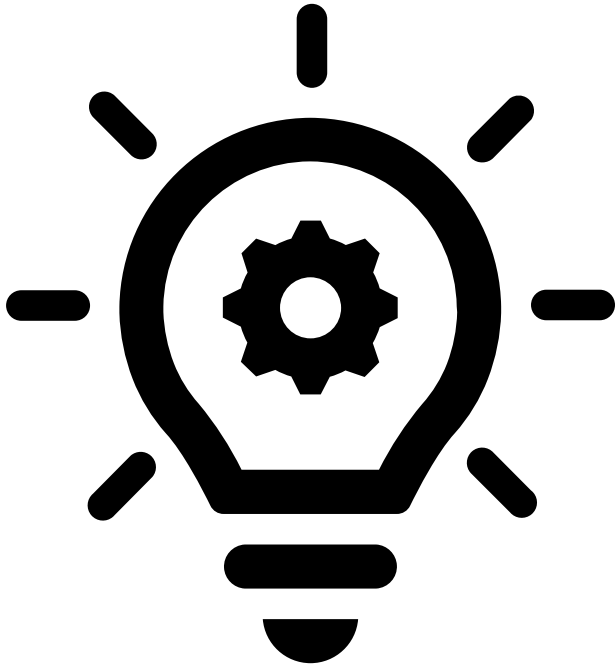
Discussion Question

True or False:

Students in the foster care system are counted in HCY enrollment data.



Type your answer in the chat!



Review

**Student Information
System (SIS) Data
Important Reminders**

Important Reminder



Students in Foster Care

Students in the **foster care system** are **no longer counted in HCY enrollment data**, as per the reauthorization of the Every Student Succeeds Act (ESSA) in December 2015.

Important Reminder



Preschool-Aged HCY Children

Identified HCY between the ages of 3-5 years **are included** in your LEA's/Charter District's total enrolled HCY, **only if they are enrolled in a preschool program provided by the LEA/Charter District.**

Children ages 0-2, or 3-5, and **not enrolled in a preschool program at your LEA/Charter District, are not included** in the total enrolled HCY count.

Important Reminder



HCY & UHY Students

Identified **HCY students** are **required to have their needs identifiers and corresponding primary nighttime residence** entered in the student information system (SIS).

Identified **UHY** must be coded with **both the HCY and UHY needs identifiers and corresponding primary nighttime residence** in the SIS.

Important Reminder



If a HCY/UHY Student Leaves the LEA/Charter District

Once a student is identified/enrolled at your LEA, they should remain in the total enrolled HCY count for that school year in the SIS, even if they move transfer to another LEA/Charter District.

Often, LEAs/Charter Districts label these students as “inactive” since they are no longer enrolled. However, **they must still be counted in the reported number of enrolled HCY/UHY for the school year.**

Important Reminder



AzEDS SUPP11 Report


Your LEA's/Charter District's HCY and UHY needs **data** can be **validated** using the AzEDS SUPP11 report.

To **access** this report, please **contact your LEA's Entity Administrator**.

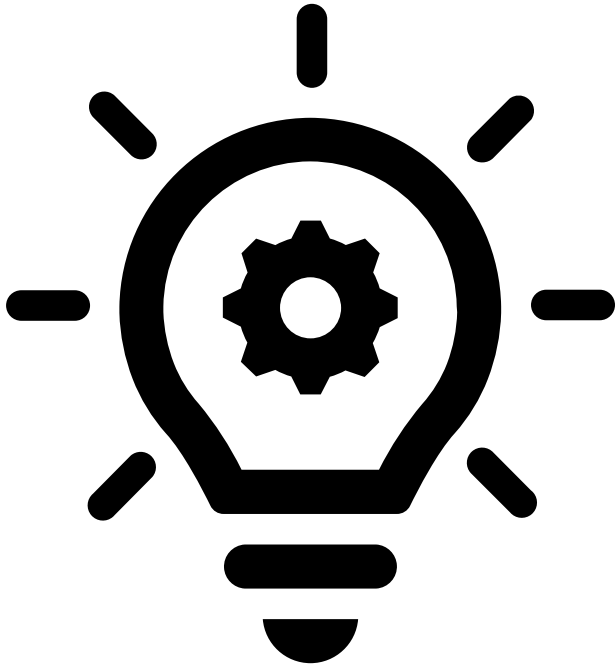
If your **LEA/Charter District requires assistance** on how to get these elements submitted through your student information system (SIS), please contact your vendor and refer to the **Use Case document for FY 2022**. This can be found on the ADE website.

Discussion Question

Provide a reason that data is relevant to the work you do as a McKinney-Vento Homeless Liaison.



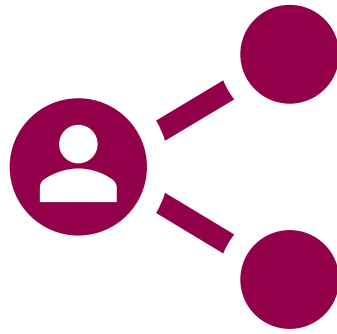
Type your answer in the chat!



Review

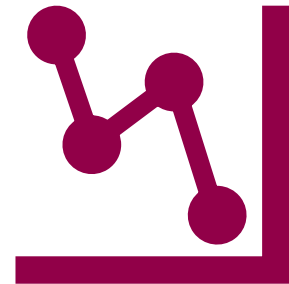
**Student Information
System (SIS) Data Entry
Steps**

LEAs/Charter Districts



**Reliable
Valid
Comprehensive
Data**

As of now, the number of HCY and UHY reported by many LEA/Charter Districts via the AzEDS SUPP11 report for the current SY **seems lower than expected, based on multiple longitudinal data points.**



(42 U.S.C. § 11432 (g)(6)(C)), (42 U.S.C. § 11432 (f)(3))

Student Information System (SIS) Data Entry

Student Needs
Descriptors:



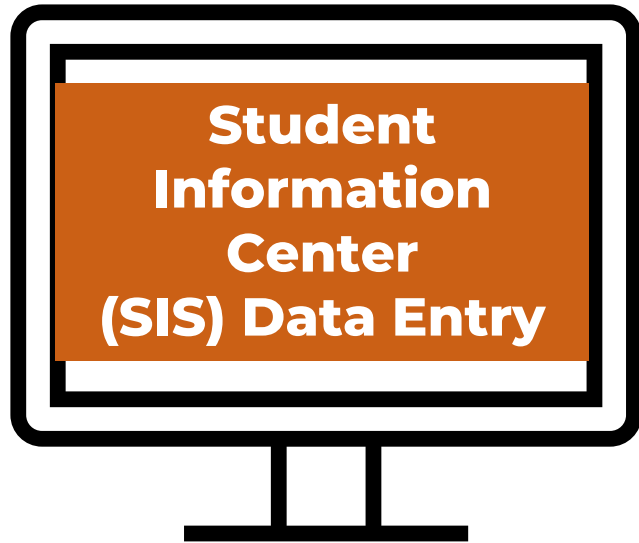
Code	Descriptor
6	Homeless
21	Unaccompanied Youth

Primary Nighttime
Residence
code values:



Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotel/motels

HCY Student Data Entry



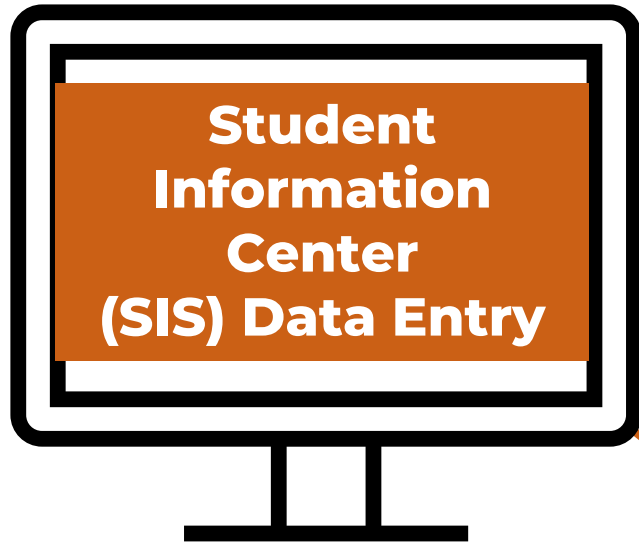
Code	Descriptor
6	Homeless

+

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotel/motel

The diagram shows a computer monitor on the left with the text "Student Information Center (SIS) Data Entry". Two orange arrows point from the monitor to two tables on the right. The top table has a header "Code" and "Descriptor" and a row with "6" and "Homeless". The bottom table has a header "Code" and "Descriptor" and rows with "1" and "Sheltered", "2" and "Doubled Up", "3" and "Unsheltered", and "4" and "Hotel/motel". A blue circle with a white plus sign is positioned between the two tables. Green ovals highlight the "6" and "Homeless" row in the top table and the "1" and "Sheltered" row in the bottom table.

HCY & UHY Student Data Entry



Code	Descriptor
6	Homeless

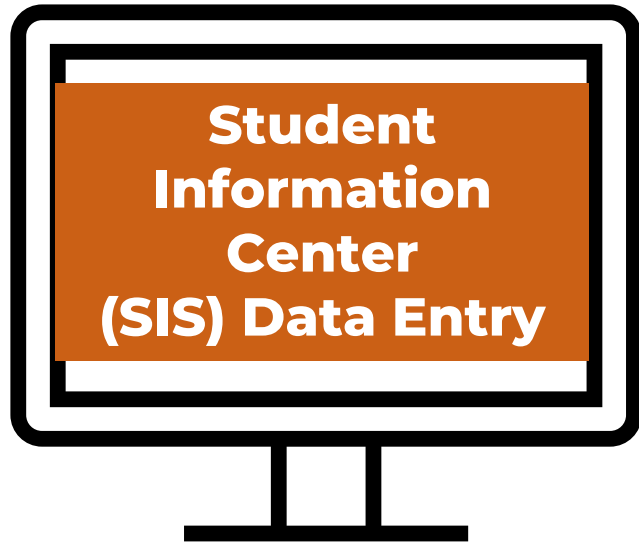


Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotel/motel



Code	Descriptor
21	Unaccompanied Youth

HCY & UHY Student Data Entry



Code	Descriptor
6	Homeless

+

Code	Descriptor
21	Unaccompanied Youth

+

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
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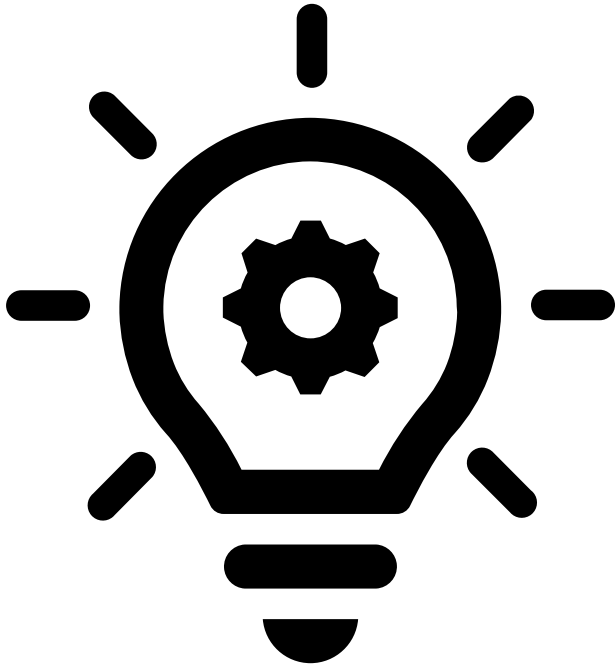
Internal Tracking Systems

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	Not Eligible	UHY
1	07-01-23	Micky Mouse	1	123456	ABC Elementary	XYZ Elementary	X		X
2	07-01-23	Donald Duck	9	867530	ABC High School	XYZ High School		X	
3	07-02-23	Minnie Mouse	PS	012345	ABC Preschool	XYZ Preschool	X		
4									

Example

LEAs are required to ensure all data has been uploaded prior to 6/30/2023 to meet compliance.

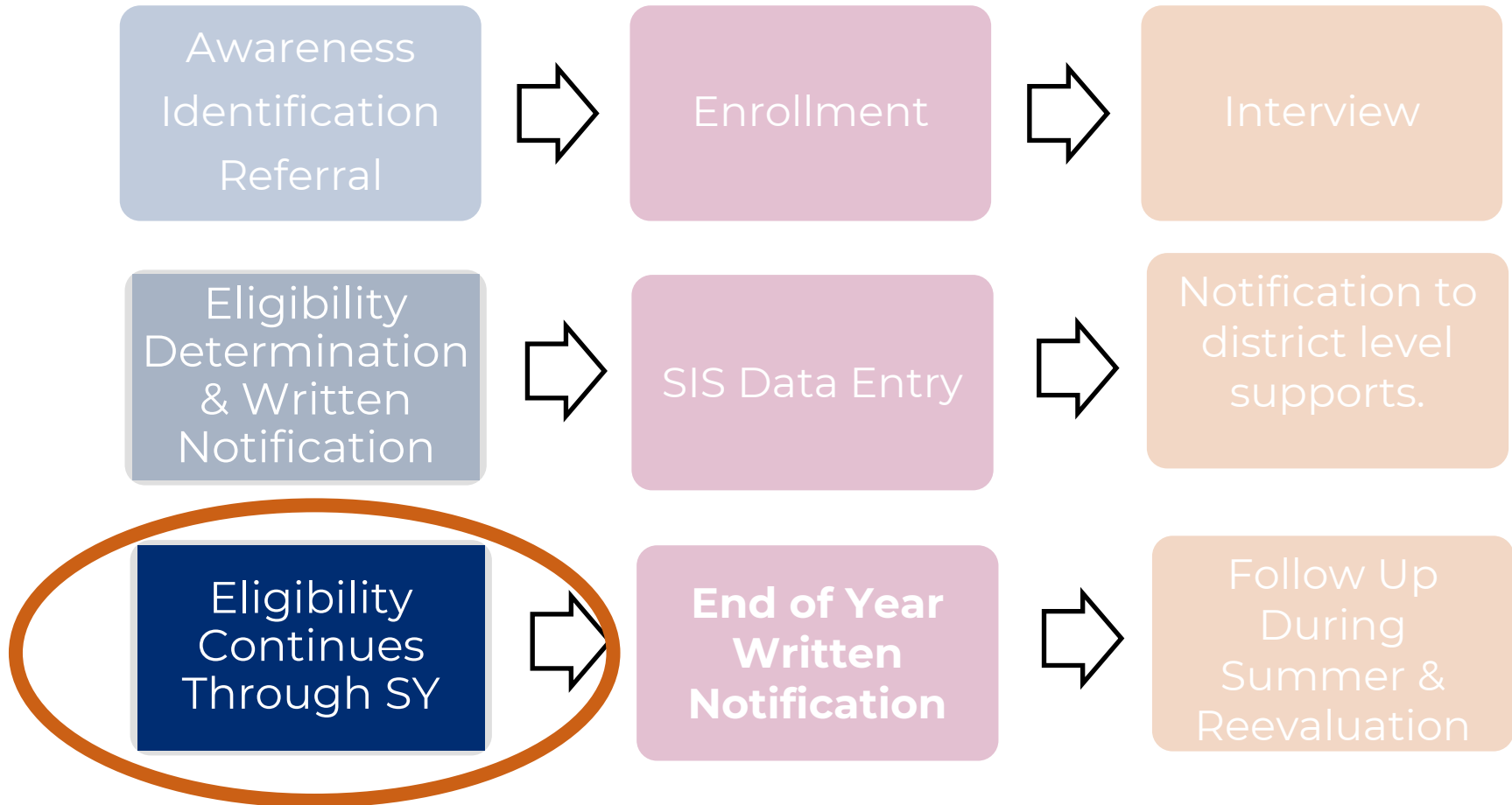




Review

Eligibility & Legal
Requirements

Eligibility Process



LEA Legal Requirement



The local educational agency serving each child or youth to be assisted under this part shall, according to the child's or youth's best interest—

(i) **continue** the child's or youth's **education** in the **school of origin** for the **duration** of **homelessness**—

LEA Legal Requirement



The local educational agency serving each child or youth to be assisted under this part shall, according to the child's or youth's best interest—

(i) **continue** the child's or youth's **education** in the **school of origin** for the **duration** of **homelessness**—

(I) in any case in which a family becomes homeless **between academic years** or during an academic year; and

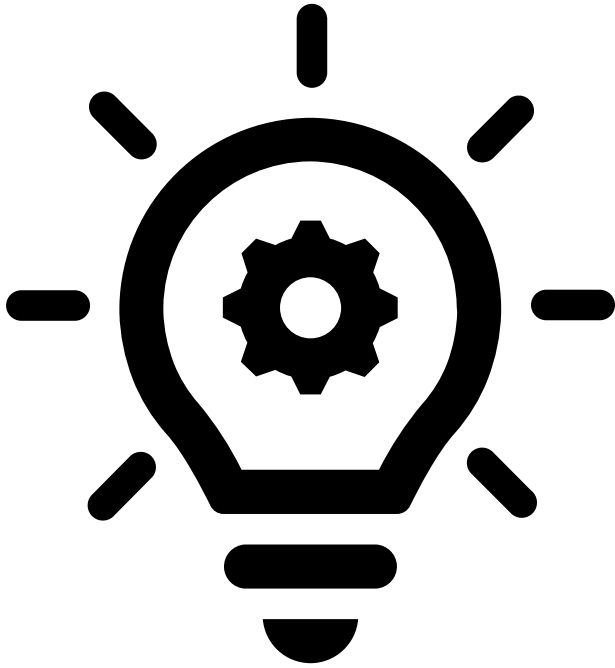
(II) for the **remainder** of the **academic year**, if the child or youth becomes permanently housed during an academic year;

LEA Legal Requirement



The law also states, “When the child or youth completes the final grade level served by the school of origin, the term ‘school of origin’ shall include the **designated receiving school** at the **next grade** level for all **feeder** schools”.

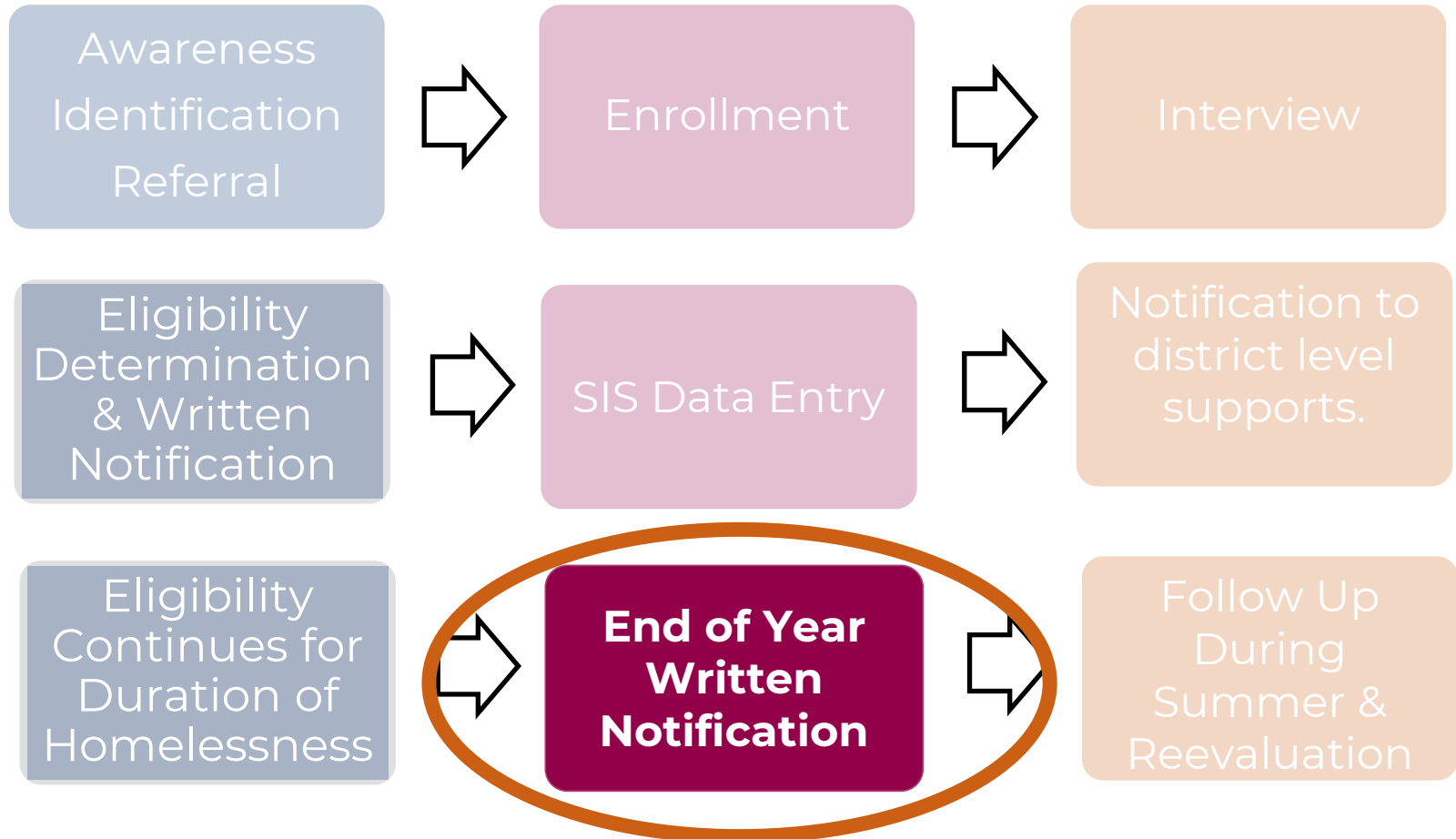
([42 U.S.C. § 11432(g)(3)(l)(ii)])



Review

End of Year Written
Notification

Eligibility Process



SEA Legal Requirement



The McKinney-Vento Act requires the **SEA** State Plan shall include **strategies** to address other problems with respect to the education of homeless children and youth, including problems resulting from **enrollment delays**.

Important Reminder



End of Year Written Notification

The written notification **provides** families with **necessary information** pertaining to the **student's rights**.

It's also a **best practice** for the McKinney-Vento Liaison to aid in:

- Planning for the **re-evaluation** process
- Planning for **upcoming school year**
- Coordination of **transportation** ahead of time

Best Practice (Sample Letter)



ADE End of Year Notification Letter Sample

May 20__

Dear Parent/Guardian/Caregiver,

Our records indicate that at some point this school year your child(ren) qualified for services under the McKinney-Vento Homeless Education Act. It has been our pleasure to provide educational support services during this time and we hope it has been a positive experience for you as well.

Please be reminded that McKinney-Vento eligibility must be reviewed and reevaluated every school year. Transportation, free meals, and other services that may have been provided during the current school year **DO NOT AUTOMATICALLY CARRY OVER to the new school year.**

Next school year you will need to:

- Consider enrollment at the local school of residence where other students in your neighborhood are assigned to attend.
- Apply for open enrollment. **Please note that open enrollment is a site based decision and the McKinney-Vento Homeless Liaison does not have any jurisdiction over the decision.** Also be aware that district transportation is **NOT** provided for open enrollment students.
- If you feel you are still in a homeless situation, you may request review of eligibility. We have included the Student Residency Questionnaire for next school year. Please contact the McKinney-Vento Homeless Liaison after July 1st for review and reevaluation if necessary.

If you require additional assistance or have questions please contact the McKinney-Vento Homeless Liaison (000) 000-0000. Thank you for allowing us the opportunity to assist you. We are wishing you an enjoyable summer break!

Respectfully,

McKinney-Vento Homeless Liaison

Enclosure:
Student Residency Questionnaire
Rights of Homeless Students

Details to Include:

- Information about the **re-evaluation process**,
- **Contact information** for the McKinney-Vento Homeless Liaison, and
- The **date** to begin reaching out.
- Provide a copy of the:
 - **Student Residency Questionnaire** for next school year.
 - **Rights of Homeless Students**

Important Considerations:

- Distribute the letter during the last month of school or earlier.
- A sample letter and related documents are available on the ADE HEP website.

Best Practice




Delivery Options

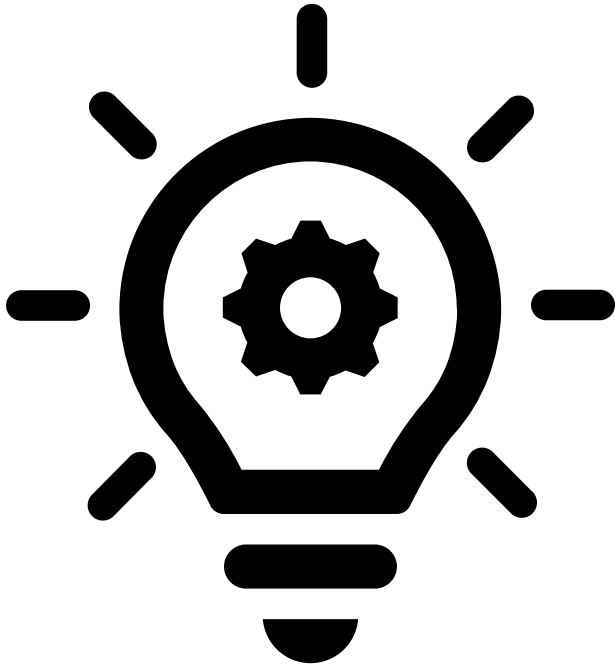
- Text
- Email
- Website post
- Social media post
- Delivery home with the student
- Front office staff may see parents more often than the Liaison. They can provide a gently reminder.

Discussion Question

Will you be working during the summer months to conduct follow up and begin the reevaluation process?



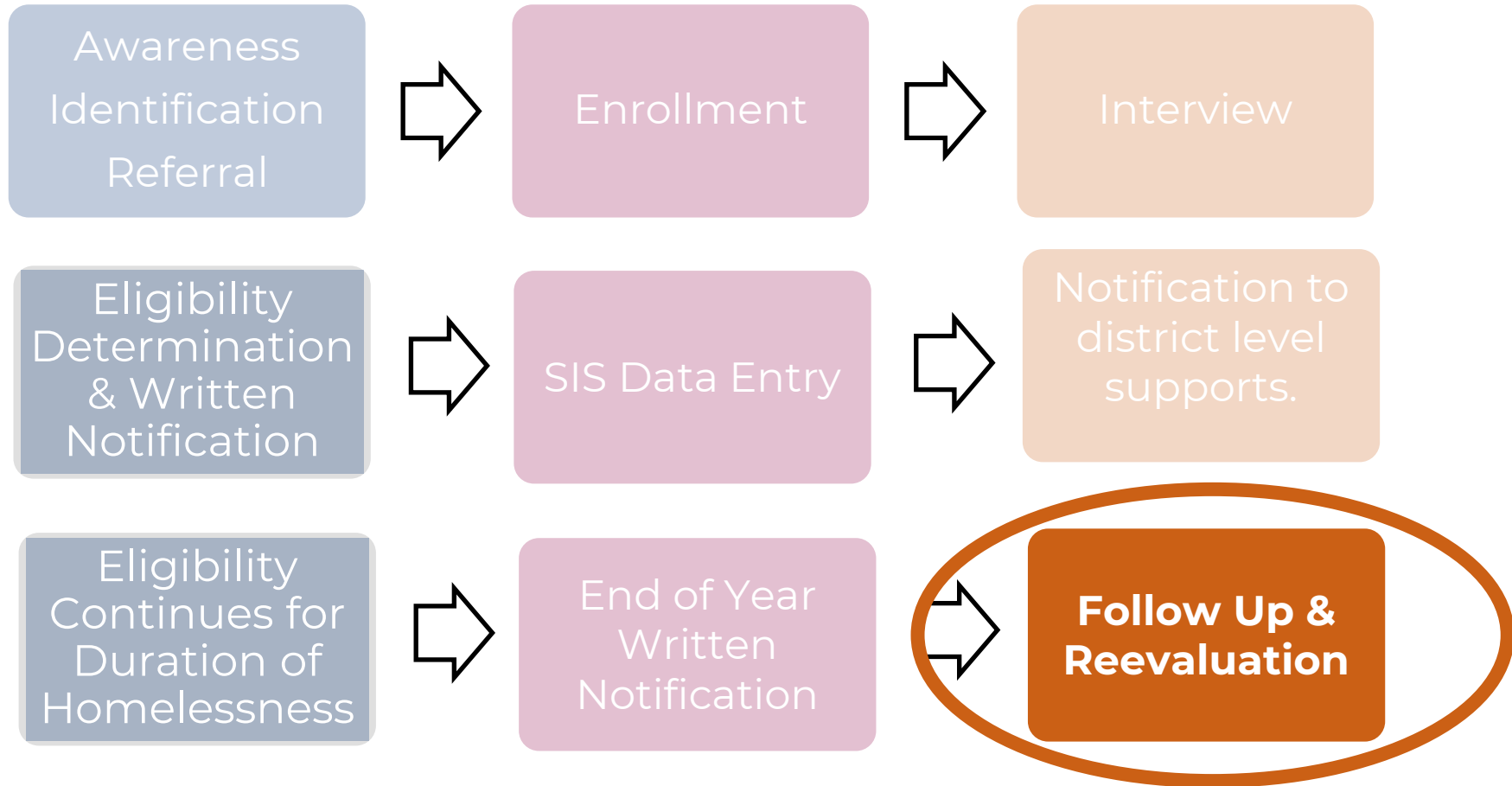
Type your answer in the chat!



Review

Follow Up & Reevaluation

Eligibility Process



LEA Legal Requirement



LEAs in the State are **required** to develop, review and revise policies to **remove barriers** to the **identification** of homeless children and youth, and the **enrollment** and **retention** due to outstanding fees, or fines, or absences.

Important Reminder



Reevaluation is Required

- You **cannot assume** that all families are no longer eligible.
- **Updating** important **contact information** and the **address** is necessary especially for transportation routing purposes.
- This may be an opportune time to **conduct** a **BID** if necessary.
- **Prioritize** your **follow up** calls

Best Practice



Reevaluation Conversations

Make sure that your approach is **informative**, **intentional**, and **caring**.

Intentionality in **gathering** pertinent **information** will be important. Details such as:

- Updated address
- Shelter wait list update
- Parent input regarding enrollment wishes
- Educational support updates such as Special Education evaluations.

Best Practice



Step 1: Compile a list of all McKinney-Vento eligible students.

- Doubled Up
- Shelter (including transitional housing)
- Unaccompanied Homeless Youth
- Hotel-Motel
- Unsheltered

Step 2: Prioritize the list.

1st Shelter Placements 2nd UHY
3rd Unsheltered 4th Hotel-Motel 5th Doubled Up

Step 3: Begin the follow up process

Step 4: Take thorough notes, place in the students McKinney-Vento file.

SIS Report – Eligible Students

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UH Y	Nighttime Residence
1	07-01-23	Micky Mouse	1	1234567	ABC Elementary	XYZ Elementary	X	X	Doubled Up
3	07-02-23	Minnie Mouse	PS	0123456	ABC Preschool	XYZ Preschool	X		Shelter
4	07-02-23	Jiminy Cricket	12	8675309	XYZ High School	ABC High School	X		Hotel-Motel
5	07-11-23	Pluto	8	9876543	ABC Junior High	XYZ Junior High	X		Unsheltered
6	07-12-23	Scrooge McDuck	6	3456789	ABC Elementary	Unknown	X		Doubled Up

Example

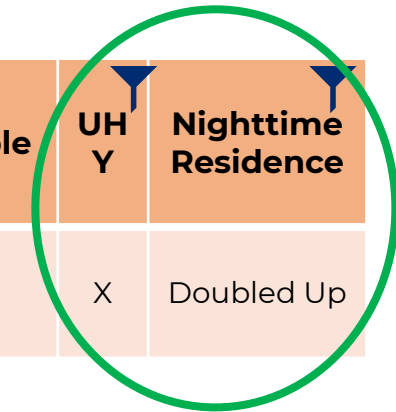
SIS Report – Eligible Students (Shelter)

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UH Y	Nighttime Residence
1	07-02-23	Minnie Mouse	PS	0123456	ABC Preschool	XYZ Preschool	X		Shelter

Example

SIS Report – Eligible UHY Students

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UHY	Nighttime Residence
1	07-01-23	Micky Mouse	1	1234567	ABC Elementary	XYZ Elementary	X	X	Doubled Up



Example

SIS Report – Eligible Students (Unsheltered)

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UH Y	Nighttime Residence
5	07-11-23	Pluto	8	9876543	ABC Junior High	XYZ Junior High	X		Unsheltered

Example

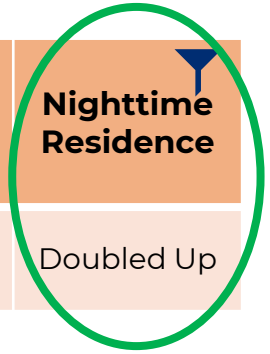
SIS Report – Eligible Students (Hotel-Motel)

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UH Y	Nighttime Residence
1	07-02-23	Jiminy Cricket	12	8675309	XYZ High School	ABC High School	X		Hotel-Motel

Example

SIS Report – Eligible Students (Doubled Up)

	Date	Student Name	Grade	Student ID	School of Origin	School of Residence	Eligible	UH Y	Nighttime Residence
6	07-12-23	Scrooge McDuck	6	3456789	ABC Elementary	Unknown	X		Doubled Up



Example

Best Practice



Tying It Together

- Take detailed and accurate notes
- Use a filing system to keep the information.
- Consider building a Homeless tab within your SIS where your case notes can be kept.
- Share pertinent information with school personnel, as necessary.
- If you are not working through the summer months, make sure there is a well laid out plan before you leave.

Post-Assessment

Let's Begin!

Post Assessment

1. My LEA/Charter District utilizes an end of year letter to properly notify parents, guardians, caregivers, and students of McKinney-Vento eligibility end dates for the current school year.
2. I understand what steps need to be taken within the Student Information System (SIS) to ensure the accuracy of McKinney-Vento Student identifications.
3. My LEA has a plan in place to ensure all data has been uploaded prior to 6/30/2023 to meet compliance.

Resources

- [Arizona Department of Education Homeless Education](#)
- [ADE Connect](#)
- [McKinney-Vento Statute - Title 42 of the U.S. Code](#)
- [Local Educational Agency Liaison Duties.](#)
- [McKinney-Vento Non-Regulatory Guidance](#)
- [ESSA State Plan](#)
- [The National Center for Homeless Education \(NCHE\) Liaison Toolkit](#)
- [SchoolHouse Connection](#)

Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov



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.

Thank You!



Homeless Education