



# Homeless Education

## Instructions for Converting Sample Documents for LEA Use

Arizona Department of Education's Homeless Education Program provides guidance documents and sample forms on our [website](#). These sample documents are designed to serve as a model for implementing requirements and best-practices of the McKinney-Vento Homeless Assistance Act. Prior to implementing the guidance documents and sample forms, each resource should be reviewed and modified to fit your LEA/Charter District's specific context and needs.

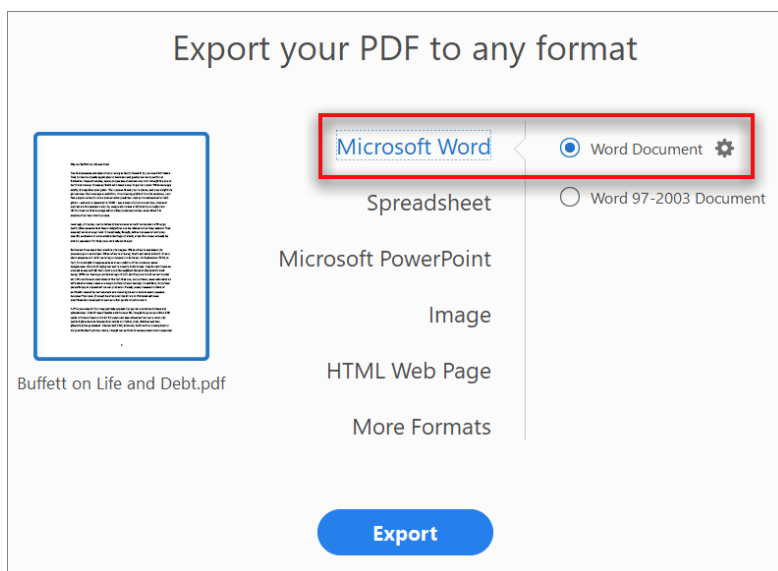
Since these documents are provided in PDF format only, you will need to undergo the following steps to modify the documents for use:

 ***My LEA/Charter District has Adobe software.***

You can convert a PDF into a Microsoft Word document with Acrobat. [Watch this quick video tutorial to get started.](#)

### ***How to Convert a PDF to Word using Acrobat***

1. Open the PDF in Acrobat.
2. Click the **Export PDF** tool in the right pane.
3. Choose **Microsoft Word** as your export format, and then choose **Word Document**.
4. Click **Export**. The Save As dialog box will be displayed.
5. Select a location where you want to save the file, and then click **Save**.



*If your LEA/Charter District does not utilize Adobe Acrobat, please search online for other methods to convert files given your specific software.*

## **General Guidance**

1. The guidance documents and sample forms have been designed to correspond with [McKinney-Vento statute](#), [Non-Regulatory Guidance](#), the [ESSA Arizona State Plan](#) and the [National Center for Homeless Education \(NCHE\)](#). Thorough research was conducted prior to developing and sharing these resources with the field. Where applicable, legal citations have been included within documents. To this end, these resources were designed with statute and best practice in mind and should not need significant changes to cited statute or requirements.
2. Prior to use, the LEA/Charter District must update the documents with your logo.
3. Review the text of each document to ensure the guidance throughout is accurate and applicable to your LEA/Charter District.
4. The Arizona Department of Education's Homeless Education Program staff may modify these documents periodically. Please visit the [ADE Homeless Education website](#) regularly to ensure utilization of the latest version of each document.