



Under the McKinney-Vento Homeless Assistance Act, every local educational agency (LEA), which includes charters, is required to designate a McKinney-Vento Homeless Liaison to identify and ensure the educational rights for children and youth experiencing homelessness. McKinney-Vento Homeless Liaisons coordinate services to ensure that children and youth experiencing homelessness enroll in school and have the opportunity to succeed academically ([42 U.S.C. §§11431-11432](#)).

LEAs are statutorily required to ensure that designated McKinney-Vento Homeless Liaisons have sufficient time and capacity to carry out the required duties to ensure compliance with the law. The [McKinney-Vento Homeless Liaison Duties](#) document describes those duties and serves as a tool for liaisons to assess their capacity to carry out these duties ([42 US Code §11432 \(g\)\(7\)\(A\)](#)).

McKinney-Vento Homeless Liaisons are required to develop, review, revise policies and procedures to remove barriers to the identification, immediate enrollment, and school retention of children and youth experiencing homelessness ([42 USC §11432\(g\)\(1\)\(I\)](#), [Arizona ESEA Consolidated State Plan](#)).

To assist with this requirement, the ADE Homeless Education Program works collaboratively with LEAs to help develop locally-driven policies and procedures to support children and youth experiencing homelessness to ensure the removal of barriers. The guidance document is comprised of required policies, procedures, and documents to equip McKinney-Vento Homeless Liaisons with the tools to meet statutory compliance requirements and effectively serve children and youth experiencing homelessness.

In developing guidance, the ADE Homeless Education Program ensures that all elements are grounded in the statutory requirements detailed in the [McKinney-Vento Homeless Assistance Act](#), as well as in consultation with the [National Center for Homeless Education \(NCHE\)](#) and [SchoolHouse Connection](#). By referencing these resources and partners, it is the objective of the ADE Homeless Education Program to provide McKinney-Vento Homeless Liaisons with comprehensive and relevant resources.



Document Name	Overview	Statute	Link to Sample Form/Guidance Document
<b>Rights of Homeless Students</b>	LEAs are required to provide written notice, at the time any child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth).	42 U.S.C. §1432 (e)(3)(C)	<ul style="list-style-type: none"><li>• <a href="#">Arizona Student Residency Questionnaire &amp; Educational Rights of Homeless Children and Youths</a></li></ul>
<b>Public Notice of the Educational Rights &amp; Services for HCY</b>	Public notice of the educational rights of HCY is disseminated in locations frequented by parents or guardians of such children and youths, and UHY, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents and guardians of HCY and UHY.	42 U.S.C. § (g)(6)(A)(vi)	<ul style="list-style-type: none"><li>• <a href="#">Public Notice Poster for Parents-English</a></li><li>• <a href="#">Public Notice Poster for Parents-Spanish</a></li><li>• <a href="#">Public Notice Poster for Youth-English</a></li><li>• <a href="#">Public Notice Poster for Youth-Spanish</a></li><li>• <a href="#">Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)</a></li></ul>



<b>Dispute Resolution Procedure &amp; Form</b>	<p>Every LEA must have a written internal plan detailing the responsible personnel, process (i.e., sequential steps to be taken), and timeline required to provide written notification and assistance to parents, guardians, and UHY in preparing and filing disputes at both the LEA and SEA levels.</p> <p>The LEA's written dispute resolution procedure to address appeal requests at both the LEA and SEA-levels must reinforce the State dispute resolution procedure to facilitate the efficient and expedient resolution to disputes.</p> <p>If a dispute arises over eligibility, school selection, or enrollment and related services, the LEA must immediately enroll, transport, and provide all services to children and youth experiencing homelessness for the school in which enrollment is sought until the final resolution of the dispute, including all available appeals.</p>	<p>42 U.S.C. §11432 (g)(3)(B)(iii); (g)(3)(E)(i); (ii)(iv)</p>	<ul style="list-style-type: none"><li>• <a href="#">LEA-Level Dispute Resolution Procedure &amp; Form</a></li></ul>
<b>Identification &amp; Immediate Enrollment</b>	<p>The LEA has an ongoing obligation to remove barriers to the immediate enrollment and retention of HCY. A procedure should be in place to ensure the removal of barriers to enrollment, as may occur in the absence of records normally required for enrollment, missed application or enrollment deadlines during a period of homelessness, outstanding fees, or obtaining or sharing records due to movement to or from another school or district. If a student needs to obtain immunization or other health records, the McKinney-Vento Homeless Liaison must assist in the obtaining and/or referral to health services to acquire required health records.</p>	<p>42 U.S.C. §11432(g)(6)(A)(i), 20 U.S.C. § 6312(C)(4)</p>	<ul style="list-style-type: none"><li>• <a href="#">Identification Process Guidance &amp; Resources</a></li><li>• <a href="#">ADE Identification &amp; Eligibility Interview Questions &amp; Checklist</a></li></ul>



<b>Written Notice of Eligibility &amp; In-Eligibility School Placement Determination</b>	Once the LEA/Charter District determines that a child or youth is eligible under the McKinney-Vento Act, written notification, including all rights and services required by law must be provided immediately.	42 U.S.C. §11432(g)(3)(B)(iii)	<ul style="list-style-type: none"><li>• <a href="#">ADE Written Notice of Eligibility &amp; School Placement Determination Sample</a></li></ul>
<b>Arizona Student Residency Questionnaire</b>	<p>LEAs are required to establish a coordinated referral process to determine eligibility consistently to coordinate or expedite referrals for services and coordinate services overall for families or youths to improve education and other outcomes for homeless children and youths. To identify homeless students, LEAs are required to use either an electronic or hard copy of the Arizona Student Residency Questionnaire.</p> <p><b>As outlined in the <a href="#">Arizona ESEA Consolidated State Plan</a>, all local education agencies (LEAs), including charters, are required to utilize the Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths in the State of Arizona.</b></p>	42 U.S.C. §11432(g)(6)(A)(i), 20 U.S.C. §6312(C)(4)	<ul style="list-style-type: none"><li>• <a href="#">Arizona Student Residency Questionnaire</a></li></ul>



<b>Caregiver's Authorization Affidavit</b>	<p>LEAs are required to establish a coordinated referral process to determine eligibility consistently to coordinate or expedite referrals for services and coordinate services overall for families or youths to improve education and other outcomes for homeless children and youths. There are situations when a child or youth 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.</p> <p>The term unaccompanied homeless youth is a youth who is not in the physical custody of a parent or court-appointed guardian.</p> <p>This form compliments the Arizona Student Residency Questionnaire and provides a means to gather additional details regarding the caregiver of UHY.</p>	42 U.S.C. §11434A(6)	<ul style="list-style-type: none"><li>• <a href="#">ADE Caregiver's Authorization Affidavit Sample Form</a></li></ul>
<b>Best Interest Determination (BID)</b>	<p>LEAs must make school placement determinations based on the “best interest” of the HCY and student-centered factors. As a requirement, LEAs are to establish a policy and procedure to make best interest determinations (BID), provide transportation, and manage dispute resolutions to ensure school placement for HCY and UHY.</p>	42 U.S.C. §§11432 (g)(3)(A-B)	<ul style="list-style-type: none"><li>• <a href="#">ADE Best Interest Determination (BID) Sample Form</a></li></ul>



<b>Attendance Procedure</b>	<p>The LEA has an ongoing obligation to remove barriers to the enrollment and retention of homeless children and youths. The LEA should ensure that homeless students are attending classes and participating fully in school activities immediately upon the student being identified as eligible for McKinney-Vento rights and services.</p>	<p>42 U.S.C. §§11432 (g)(1)(H)-(I); (g)(3)(C)-(D)(i)</p>	<ul style="list-style-type: none"><li>• <a href="#">ADE McKinney-Vento Attendance Procedure Sample</a></li></ul>
<b>Transportation</b>	<p>LEA/Charter Districts ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the McKinney-Vento Homeless Liaison), to and from the school of origin. Transportation arrangements and coordination it to established promptly to ensure immediate enrollment and so as not to create barriers to homeless students' attendance, retention, and success.</p> <p>The LEA will demonstrate what policies and procedures are established to ensure provision of the right to transportation to the school of origin for children, youth, and unaccompanied homeless youth.</p>	<p>42 U.S.C. §§11432 (g)(4)(A); (g)(5)(A)(ii); (g)(6)(A)(viii); (g)(1)(F)(iii)</p>	<ul style="list-style-type: none"><li>• <a href="#">Transportation for Students Experiencing Homelessness - Reference Sheet</a></li></ul> <p>The above reference sheet contains links to multiple sample documents</p>



<b>End of Year Written Notification</b>	<p>The LEA has developed, and shall review and revise, policies to remove barriers to the identification, enrollment, and retention of HCY for the duration of homelessness and until the end of the school year in which the student becomes permanently housed. To this end, McKinney-Vento Homeless Liaisons should re-evaluate the housing of HCY prior to the beginning of each school year to verify that the student still lacks fixed, regular, and adequate housing.</p>	<p>42 U.S.C. §§11432 (g)(1)(I); (g)(3)(A)(i)</p>	<ul style="list-style-type: none"> <li>• <a href="#">ADE End of Year Notification Letter Sample</a></li> </ul>
<b>McKinney-Vento Staff and Employee Awareness</b>	<p>The LEA shall ensure that school personnel providing services to HCY and UHY receive professional learning and other support. The LEA will provide evidence of the McKinney-Vento Homeless Liaison's efforts to inform school personnel of the educational rights of HCY and UHY.</p> <p>Professional learning provided by the McKinney-Vento Homeless Liaison shall address the needs of the LEA, local region and shall represent the needs of the State.</p> <p>*Training materials on the <a href="#">ADE HEP website</a> may be utilized as a guide to assist you in the development of your unique professional learning session to meet the specific needs of your LEA.</p>	<p>42 U.S.C. § 11432 (6)(A)(ix); § 11433 (d)(3)</p>	<ul style="list-style-type: none"> <li>• <a href="#">McKinney-Vento in Practice for New Liaisons – Session Recording</a></li> <li>• <a href="#">McKinney-Vento in Practice for New Liaisons – Presentation Slides</a></li> <li>• <a href="#">McKinney-Vento in Practice for Experienced Liaisons – Session Recording</a></li> <li>• <a href="#">McKinney-Vento in Practice for Experienced Liaisons – Presentation Slides</a></li> </ul>



<p><b>Internal Data Tracking Sheet</b></p>	<p>The McKinney-Vento Act requires the gathering and reporting of reliable, valid, and comprehensive information and data on HCY. The information collected is then provided to the federal government to disseminate relevant data to stakeholders.</p> <p>HCY and UHY enrollment data must be entered into the SIS throughout the school year, not at its conclusion. This helps your LEA ensure that the enrollment numbers are accurate at any given time throughout the school year and provides consistent opportunities for your McKinney-Vento Homeless Liaison and data team to run enrollment data integrity reports to check against their internal tracking systems. This process should be completed at least every two weeks.</p>	<p>42 U.S.C. §§ 11432(e)(3)(F)(i); (g)(1)(A); (g)(6)(C); (f)(1); 20 U.S.C. § 6312 (b)(6)</p>	<ul style="list-style-type: none"> <li>• <a href="#">McKinney-Vento Internal Tracking Sheet Sample</a></li> <li>• <a href="#">Data Reporting Requirements for HCY &amp; UHY</a></li> </ul>
<p><b>HCY Needs Assessment</b></p>	<p>LEAs are responsible for conducting an annual HCY needs assessment to support the enrollment, attendance, and success of these children and youths. To eliminate barriers for homeless students, and in consideration of the needs assessment results, all LEAs will annually develop, review, and revise policies to increase access to educational opportunities and academic success.</p>	<p>20 U.S.C. §6312; PL 114-95, §1112(b)(6) &amp; 1113(c)(3)(A) AZ ESEA State Plan (K)(1)</p>	<ul style="list-style-type: none"> <li>• <a href="#">ADE HEP Sample Local Comprehensive Needs Assessment (LCNA)</a></li> </ul>