

Under the McKinney-Vento Act, every local educational agency (LEA) is required to designate a liaison for homeless children and youth. The LEA's liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically. Under the law, the liaison must be able to carry out the duties included in the law. Therefore, the LEA must provide the liaison with sufficient time and capacity to carry out the required set of duties to ensure that the LEA is in compliance with the law. [The Local Educational Agency 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)

The LEA McKinney-Vento Homeless Liaison is required to develop, review, revise policies and procedures to remove barriers to the identification, enrollment, and retention of students experiencing homelessness (42 U.S.C. § 11432(g)(1)(I)), ESSA Arizona State Plan (K)(1); (K)(6)).

To assist with this requirement, the Office of Homeless Education works collaboratively with LEAs to help develop locally driven policies and procedures to support children and youth experiencing homelessness to ensure they face no barriers. The following list of required documents was compiled to help assist you as you endeavor to establish procedures for your LEA.

In developing this guidance, the ADE Homeless Education Program referenced [McKinney-Vento statute](#), and consulted with the [National Center for Homeless Education \(NCHE\)](#) and [SchoolHouse Connection](#). By referencing these resources and partners, we aim to provide you with comprehensive and relevant resources.



Document Name	Overview	Statute	Link to Sample Form/Guidance Document
Rights of Homeless Students	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">• ADE Rights of Homeless Students
Public Notice of the Educational Rights & Services for HCY	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">• Public Notice Poster for Parents-English• Public Notice Poster for Parents-Spanish
Dispute Resolution Procedure & Form	LEAs/Charter Districts are required to adopt a written dispute resolution policy that describes procedures for resolving disputes at the local level. 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 in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. Policy must include guidelines to carry out the dispute process as expeditiously as possible, how assistance will be provided to parent, guardian, or unaccompanied youth in preparing the appeal, and provision of notice of right for additional appeal at the State level.	42 U.S.C. §11432 (g)(3)(B)(iii), (g)(3)(E)(i) (ii)(iv)	<ul style="list-style-type: none">• Dispute Resolution Procedure - LEA / Charter District Sample

Identification & Immediate Enrollment	<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"> • ADE Identification Procedure Sample • ADE Identification & Eligibility Interview Questions & Checklist
Written Notice of Eligibility & In-Eligibility School Placement Determination	<p>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.</p>	<p>42 U.S.C. §11432(g)(3)(B)(iii)</p>	<ul style="list-style-type: none"> • ADE Written Notice of Eligibility & School Placement Determination Sample
Student Residency Questionnaire	<p>LEAs/Charter Districts / Charter Districts 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 Housing Questionnaire.</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"> • ADE Student Residency Questionnaire Sample Form

<p>Caregiver's Authorization Affidavit</p>	<p>LEAs/Charter Districts / Charter Districts 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. The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian. This form compliments the Student Residency Questionnaire and provides a means to gather additional details regarding the caregiver of UHY.</p>	<p>42 U.S.C. §11434A(6)</p>	<ul style="list-style-type: none"> • ADE Caregiver's Authorization Affidavit Sample Form
<p>Best Interest Determination (BID)</p>	<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>	<p>42 U.S.C. §11432 (g)(3)(A), 42 U.S.C. §11432 (g)(3) (B)</p>	<ul style="list-style-type: none"> • ADE Best Interest Determination (BID) Sample Form
<p>Attendance Procedure</p>	<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); 42 U.S.C. §11432 (g)(3)(C)-(D)(i)</p>	<ul style="list-style-type: none"> • ADE McKinney-Vento Attendance Procedure Sample

Transportation	<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"> • ADE Transportation Best Practice Guidance Document • ADE Transportation Request Sample Form • ADE Transportation Agreement Sample Form • ADE Bus Pass Agreement Sample Form
End of Year Written Notification	<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"> • ADE End of Year Notification Letter Sample

McKinney-Vento Staff and Employee Awareness	<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 LEA Liaison shall address the needs of the LEA, local region and shall represent the needs of the State.</p> <p>Training materials on the ADE HEP website may be utilized as a guide to assist you in the development of your unique professional learning session.</p>	<p>42 U.S.C. § 11432 (6)(A)(ix); § 11433 (d)(3)</p>	<ul style="list-style-type: none"> • Presentation Materials (PowerPoint) • Watch the Training
Internal Data Tracking Sheet	<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. 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"> • McKinney-Vento Internal Tracking Sheet Sample
HCY Needs Assessment	<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) & 1113(c)(3)(A) AZ ESSA State Plan (K)(1)</p>	<ul style="list-style-type: none"> • Coming soon