



ARIZONA DEPARTMENT OF
EDUCATION

McKinney-Vento Homeless Liaison Training

Awareness and District Professional Development
September 2023

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.
- If you have questions, please share them in the following ways:
 - Enter simple questions into the Q&A feature or type them into the chat.
 - Save in-depth questions for after session office hours.
 - Email homeless@azed.gov with any LEA-specific questions.
- All resources referenced in this training can be located on APLD (Blackboard), the website, and in the newsletter.



Meet the Team

The Office of Homeless, Foster Care, and Refugee Education Programs



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Today's Session

Objective

Attendees will understand **foundational requirements** and **essential processes** to ensure LEAs and McKinney-Vento Homeless Liaisons are upholding statute related to **awareness** and the **professional development of district staff** to ensure *the proper identification of homeless children and youth (HCY).*

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. I know where to locate the Public Notice Poster on the ADE Homeless Education Program website.
2. When should the Written Notice of the Rights of Homeless Students be provided?
3. Who is the Liaison required to provide training for on the McKinney-Vento Act and the district's Homeless Education Program?
4. True or False: Liaisons are required to establish partnerships with community-based organizations (CBOs) in order to provide resources and service to address the unique needs of students experiencing homelessness.

Defining Homelessness



- McKinney-Vento Act Definition of Homeless
- Primary Nighttime Residence
- Obstacles of Homeless Children and Youth

Common Acronyms

SEA - State educational agency

LEA - Local educational agency

HEP - Homeless Education
Program

BID - Best interest determination

HCY - Homeless Children and
Youth

UHY - Unaccompanied Homeless
Youth

SIS - Student information system

CBO - Community-based
organization



Legal Definition of Homeless



Fixed: Stationary, permanent, not subject to change.



Regular: Used on a predictable, routine, consistent basis.



Adequate: Lawfully and reasonably sufficient.

Does it sufficiently meet the physical and psychological needs typically met in a home environment?



Common Qualifying Living Situations

Sheltered

- Shelters
- Transitional housing programs

Unsheltered

- Abandoned buildings
- Campgrounds, parks, vehicles
- Inadequate housing structures or trailer parks

Hotel / Motel

- Temporary housing in hotel or motel

Doubled-Up

- Sharing housing with friends or family due to loss of housing, economic hardship, or similar reason.
- Typically not of mutual interest.

Unaccompanied

- A homeless child or youth not in the physical custody of a parent or guardian.
- This includes when a student is with a family member, but that person is not their legal guardian.

Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described.



Common Obstacles Faced by Homeless Children and Youth

- Unable to meet standard school enrollment requirements
- Move around and change schools often
- Experience hunger, tiredness, and stress
- Lack school supplies or completed homework (lack of space or resources)
- Lack access to reliable transportation
- Do not have a parent or guardian to help them (unaccompanied youth)

Roles & Responsibilities



- McKinney-Vento Act
 - LEA Responsibilities
 - Liaison Responsibilities
- Arizona's State Plan

"The McKinney-Vento Act provides a number of **LEA requirements** for serving homeless children and youths" [42 U.S.C. § 11432(g)(3)]."

"An LEA must provide services to each **homeless child** and **youth** that are **comparable** to **services** offered to other students in the LEA. (Section 722(g)(4))."

Education for Homeless Children and Youths
Program Non-Regulatory Guidance, 2016

Roles & Responsibilities





Responsibilities of the LEA/Charter District

In general, each LEA must:

- Ensure *access* to education,
- Connect families with *services*,
- Form *collaborations* with CBOs, and
- *Inform* and provide learning for all stakeholders.

Ensure a student's education may continue at their **school of origin**,

Enroll students in the same school a non-homeless student would be enrolled in,

Comply with **school stability** protocol,

Assist families in attaining **enrollment** forms and records if needed,

Manage any **disputes**,

Uphold student and family **privacy**,

Provide comparable **services** and **education** to homeless students,

Coordinate with local social service agencies, within the LEA.

Align with the **Arizona State Plan**.

42 U.S.C. § 11432 (e)(3)(C), (g)(3)

“The **local liaison** serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. Every **LEA**, whether or not it receives a McKinney-Vento subgrant, is **required** to **designate** a local **liaison**. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youths **enroll** in school and have the opportunity to succeed academically.”

Education for Homeless Children and Youths
Program Non-Regulatory Guidance, 2016

Roles & Responsibilities





Responsibilities of the McKinney-Vento Homeless 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.



Requirements of Arizona McKinney-Vento Homeless Liaisons

Arizona's ESSA State Plan requires that MV Homeless Liaisons:

- Complete the **McKinney-Vento Homeless 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/Charter District school staff including administrative staff; and
- Annually **develop, review, and revise policies** to increase access to educational opportunities and academic success.

Awareness

- Requirements
- Best Practices



“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that **homeless children** and **youth** (including preschool-aged children and unaccompanied homeless youth) are **identified** by school personnel through **outreach** and **coordination** activities with other entities and agencies.”

42 U.S.C. § 11432 (g)(6)(A)(i)



Awareness





Awareness

Rights of Homeless Students

 Homeless Education	RIGHTS OF HOMELESS STUDENTS		
<p>(District name) shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.</p> <p>McKinney-Vento Definition of Homeless: The term "homeless children and youth"—means individuals who lack a fixed, regular, and adequate nighttime residence [42 U.S.C. § 11434a(2)]</p> <p>A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:</p> <ul style="list-style-type: none">• sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,• living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,• living in emergency or transitional shelters; or are abandoned in hospitals,• have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,• living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or• is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.			
RIGHTS OF HOMELESS STUDENTS			
<p>and youths experiencing homelessness, the McKinney-Vento Act Eligibility: Documentation and immunization records cannot serve as a Eligibility: McKinney Vento eligible students have a right to select Eligibility: Documentation and immunization records cannot serve as a Eligibility: McKinney Vento eligible students have a right to select Eligibility: Documentation and immunization records cannot serve as a</p> <p>School of Residency</p> <table border="1"><tr><td>Permanently enrolled</td><td>The school in the attendance area in which the student currently resides</td></tr></table> <p>into eligible students attending their School of Origin have a right of Origin [42 U.S.C. § 11432(g)(1)(J)(iii)].</p> <p>into eligible students are guaranteed the right to services students in the school [42 U.S.C. § 11432(g) (4)] & (6)(iii).</p> <p>Eligibility: McKinney-Vento eligible students are guaranteed proof of guardianship [42 U.S.C. § 11432(g)(1)(H) (iv)].</p> <p>removal of barriers to accessing academic and extracurricular relevant eligibility criteria [42 U.S.C. § 11432(g)(1)(F)(iii)].</p> <p>school officials about enrollment, transportation, or fair you may file a complaint with the school district [42 U.S.C. §</p> <p>Eligibility: The McKinney-Vento Act mandates the appointment of a district or local education agency (LEA) to ensure that homeless ve a full and equal opportunity to succeed in school [42 U.S.C. § (6) (A)].</p> <p>Arizona Department of Education, Homeless Education, 42 USC CHAPTER for Homeless Children and Youths, or contact:</p>		Permanently enrolled	The school in the attendance area in which the student currently resides
Permanently enrolled	The school in the attendance area in which the student currently resides		
LEA Homeless Liaison LEA Name LEA Homeless Liaison Office Address LEA Homeless Liaison Phone Number LEA Homeless Liaison Email address	State Homeless Education Program Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 homeless@azed.gov 		

When should this be shared?

- At the time any child or youth **seeks** enrollment (re-enrollment) and at least **twice annually**;
- **Anytime** a McKinney-Vento **Eligibility Determination** is made;
- **Anytime** a **school enrollment** decision is made;
- During training with school district personnel and community partners; and
- On the district website and in district newsletters.

“The McKinney-Vento Act **requires** liaisons to ensure that “**public notice of the educational rights of homeless children and youths** is **disseminated** in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including **schools, shelters, public** libraries, and soup kitchens, in a manner and form **understandable** to the parents and guardians of homeless children and youths, and unaccompanied youths.”

42 USC 11432(g)(6)(a)(vi)

Awareness





Awareness

Public Notice Poster

Where should this be posted?

- Every school building
- Throughout the community
- On the district website

Why should this be posted?

LEAs are required to post and disseminate the public notice of the educational rights of homeless children and youths in locations frequented by parents, guardians, and unaccompanied youths.

42 USC § 11432(g)(6)(a)(vi)


Suggested Community Locations

Community Based Organizations (CBOs)	Department of Economic Security buildings
Faith based organizations	Hotels and motels
Laundry mats	Post Office
Shelters & soup kitchens	Storage facilities
Stores	Youth centers



Awareness Public Notice Poster Templates

**INFORMATION
FOR PARENTS**



**IF YOUR FAMILY LIVES IN ANY OF
THE FOLLOWING SITUATIONS:**



- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:



- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



LEA Information


Arizona Department of Education
Homeless Education Program
Coordinator
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless



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www.azed.gov/homeless

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education.

**INFORMACIÓN
PARA LOS PADRES**



**SI SU FAMILIA VIVE EN CUALQUIERA DE LAS
SITUACIONES SIGUIENTES:**



- En un albergue
- En un motel o un sitio para acampar debido a la falta de una alternativa adecuada
- En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses
- Compartiendo la vivienda de otras personas debido a la pérdida de su casa o a una dificultad económica

Sus hijos de edad escolar podrían calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Sus hijos elegibles tienen derecho a:



- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual su hijo asistió cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
- Si el distrito escolar cree que la escuela escogida por usted no es la mejor para sus hijos, el distrito tiene que darle a usted una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si usted lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según las necesidades de sus hijos.

Si usted cree que sus hijos podrían ser elegibles, contacte al oficial para la educación de los niños y jóvenes sin hogar de su distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles. También puede haber apoyo disponible para sus hijos de edad preescolar.



LEA Information


Departamento de Educación de Arizona
Coordinador del Programa de Educación para
Personas sin Hogar
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless



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Coordinador del Programa de Educación para
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Homeless@azed.gov
www.azed.gov/homeless

Si usted necesita ayuda adicional con las necesidades educacionales de sus hijos, contacte
al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

**INFORMATION
FOR SCHOOL-AGE YOUTH**



IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:



- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:



- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
- If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.



LEA Information

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If you need further assistance with your educational needs,
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1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

**INFORMACIÓN
PARA LOS JÓVENES DE EDAD ESCOLAR**



SI VIVES EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:


- En un albergue
- En un motel o un sitio para acampar debido a la falta de una alternativa adecuada
- En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses
- Compartiendo la vivienda de otras personas debido a la pérdida de tu casa o a una dificultad económica

Podrías calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Estudiantes elegibles tienen derecho a:

- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual asistió el estudiante cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
- Si el distrito escolar cree que la escuela escogida no es la mejor para el estudiante, el distrito tiene que darle al estudiante una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si se lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según la necesidad del estudiante.

Si crees que podrías ser elegible, contacta al oficial para la educación de los niños y jóvenes sin hogar del distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles.



LEA Information

Departamento de Educación de Arizona
Coordinador del Programa de Educación para Personas sin Hogar
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless




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Coordinador del Programa de Educación para Personas sin Hogar
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Homeless@azed.gov
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Si necesitas ayuda adicional con tus necesidades educacionales, contacta al Centro Nacional de Educación
para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov



Awareness Public Notice Poster

 **Homeless Education**

Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)

The LEA shall ensure that the McKinney-Vento Homeless Liaison disseminates the public notice of the Educational Rights of Homeless Children and Youth, in the schools and in the community. 42 U.S.C. §11432 (f)(6)(A)(vi)

Directions: Complete this template to document the locations where the Public Notice poster for homeless children and youth (HCY) is posted within the LEA and community-based organizations.

Type of Notice (poster, website, handbook, newsletter, other)	Location (Minimum requirement: In the schools and in the community)	Date of Posting	Who Posted (Liaison, School Staff, Etc.)
<input type="checkbox"/> Poster <input type="checkbox"/> Website <input type="checkbox"/> Parent or Student Handbook <input type="checkbox"/> Other			
<input type="checkbox"/> Poster <input type="checkbox"/> Website <input type="checkbox"/> Parent or Student Handbook <input type="checkbox"/> Other			

Location of Public Notice Poster for Homeless Children and Youth, 9/2023

New Resource!

Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)

- **Use** the Public Notice Poster as a tool to **initiate** a **conversation** about the McKinney-Vento Act whether it's at a school site or within the community. In some instances, that initial conversation **may lead** to fruitful **collaborations** that will further support homeless children and youth.
- During the **monitoring** process, the McKinney-Vento Homeless Liaison will be asked to **provide** a **list** of **locations** where the Public Notice poster is **posted**.



Share Your Knowledge

Share the most **creative** or **effective location** that you have posted the **Public Notice Poster** in your district and/or community.

Type your
answer in
the chat!

“The term ‘**unaccompanied youth**’ includes a homeless child or youth **not** in the **physical custody of a parent or guardian.**”

42 USC 11432(g)(6)(a)(iii)

Awareness





Awareness

Unaccompanied Homeless Youth

An unaccompanied homeless youth is a young person who is **both;**

homeless (meeting McKinney-Vento definition)

and

unaccompanied (not in the physical custody of a parent or guardian).

DCS and Tribal Social Services is **not involved** in any way with the child/youth.

“(The) Liaison shall ensure that Homeless families and homeless children and youths have **access to** and **receive educational services** for which such families, children, and youths are eligible, including services through **Head Start** programs (including **Early Head Start** programs) under the Head Start Act (), **early intervention services** under part C of the Individuals with Disabilities Education Act (), and other **preschool** programs administered by the local educational agency

42 USC 11432(g)(6)(a)(iii)

Awareness





Awareness

Early Childhood Education

LEAs must ensure that families, children, and youths experiencing homelessness have **access to** and **receive educational services** for which they are eligible, including services through:

- **HeadStart** and **Early HeadStart** programs
- **AzEIP (Arizona Early Intervention Program)** and **other services** under part C of IDEA, and
- **LEA administered preschool programs**

Professional Development



- Requirements
- Best Practices



Share Your Knowledge

Do you provide **specialized** training for any departments at your district ***in addition to*** the general McKinney-Vento training? If yes, for whom?

Type your
answer in
the chat!



Professional Development School Personnel Training

A key responsibility of the McKinney-Vento Homeless Liaison is providing professional development for ***school personnel***.

Who should receive training? ***Every employee!***

Highly Recommended Specialized Training

- Office staff
- Administrators
- School Board members
- Transportation
- Counselors and Social Workers
- Teachers
- Instructional Specialists
- Special Education personnel
- School Nurses
- Cafeteria staff
- Preschool personnel

Other Specialized Training

- Security guards or SRO's
- Paraprofessionals
- Playground Aids
- Crossing guards
- Maintenance staff
- IT/Data team
- CTE staff
- Afterschool program personnel



Professional Development Community Partners

Community partners may need information about how to best work with school systems to meet both academic and other basic needs.

“To meet the needs of homeless students, local liaisons must have a diverse network of collaborative partners, as students experiencing homelessness have many needs beyond what schools have the ability to address on their own. Assisting families through referrals for additional services, such as housing, medical, dental, and social services, can increase stability and ensure students are ready to learn when they reach the classroom.”

[\(NCHE Local Liaison Toolkit: Collaboration\)](#)

Some community partners to consider:

- Local city governments
- Shelters
- Community-Based Organizations (CBO's)
- Non-profit organizations
- Faith based organizations
- Post-secondary institutions
- Early Childhood facilities
- Continuum of Care (CoC)
- Social services (DES, WIC)
- Community Action Network (CAN)



Professional Development Community Partners

New Resource!

LEA Collaborations with Community-Based Organizations (ADE Sample)

- **Use** this tool to **keep accurate records** of partnerships you have established with community-based organizations.
- During the **monitoring** process, the McKinney-Vento Homeless Liaison will be asked to **provide** a **list** of **community-based organizations** that are providing supplemental **support** to identified homeless children and youth.

LEA Name:		CTDS Number:	
Collaborating CBO or Partner	Activities in Place	Activities Planned	Services or Resources Provided

LEA Collaborations with Community-Based Organizations, 9/2023



Professional Development Training Best Practice

- Invite relevant district personnel and leaders to attend ADE provided trainings.
- Schedule one-on-one training or meetings with new staff.
- Request to be an included session during professional development days throughout the year.
- Stay aware of other professional development, trainings, or meetings happening in your district to seek opportunities for collaboration.
- Host office hours for district staff to ask questions.
- Attend trainings (ADE, NCHE, SchoolHouse Connection, etc.) with your team to debrief afterwards.

Training Ideas...

- In person training
- Virtual training
- Video production
- Resources already available online



Professional Development Track Training Attendees

Keeping track of provided trainings, attendees, and data such as surveys, questions, and need is important for your program and monitoring.

Best Practices for Record Keeping

- In-Person Training – Utilize sign in sheets.
- Virtual Training – Generate a report of attendees following the training.
- Video Production – Share through a format such as Google to track who watched the video.
- Collaborate with your LEA's professional development decision makers to coordinate a tracking system (i.e., BlackBoard).
- Provide a survey and log questions and requests to begin planning additional training.

Arizona Department of Education		Homeless Education			LEA McKinney-Vento Training Sign-In (ADE Sample)	
Training Title:			Department/Organization/Group:			
Date:			Location:			
Last Name, First Name	School Site	Title	Email Address	Signature		

LEA McKinney-Vento Training Sign-In, 9/2023



Share Your Knowledge

True or False?

It is **required** to collect **data** following training to check for **understanding** and **relevancy**.

Type your
answer in
the chat!



Professional Development Training Survey and Data

Gathering data from training attendees is a required practice as it allows you to:

- Learn who your **audience** is;
- Confirm and ensure your district staff is **attending** and **understands** the material presented;
- **Adjust** the information included in the training to ensure **relevancy** and **effectiveness**;
- Learn more to support the need for **individualized training** either by department or staff; and
- Develop a **system** for future planning.



Professional Development Training Survey and Data

The LEA and McKinney-Vento Homeless Liaison should determine the goals for gathering data and plan how it will be utilized.

Best Practices for Survey Implementation

- Create an electronic survey to streamline the process for data collection.
- Provide the survey immediately following the training.
- Eliminate surveys distributed on paper.
- Host focus groups
- Provide a section for comments.

Best Practices for Utilizing Survey Data

- Consider what ongoing data will be collected to analyze the effectiveness of the HEP.
- Learn what the data reveal about the extent to which the needs of HCY are being met by our LEA.
- Summarize the data and evaluate what enhancements should be made to the current program.



Professional Development Training Survey

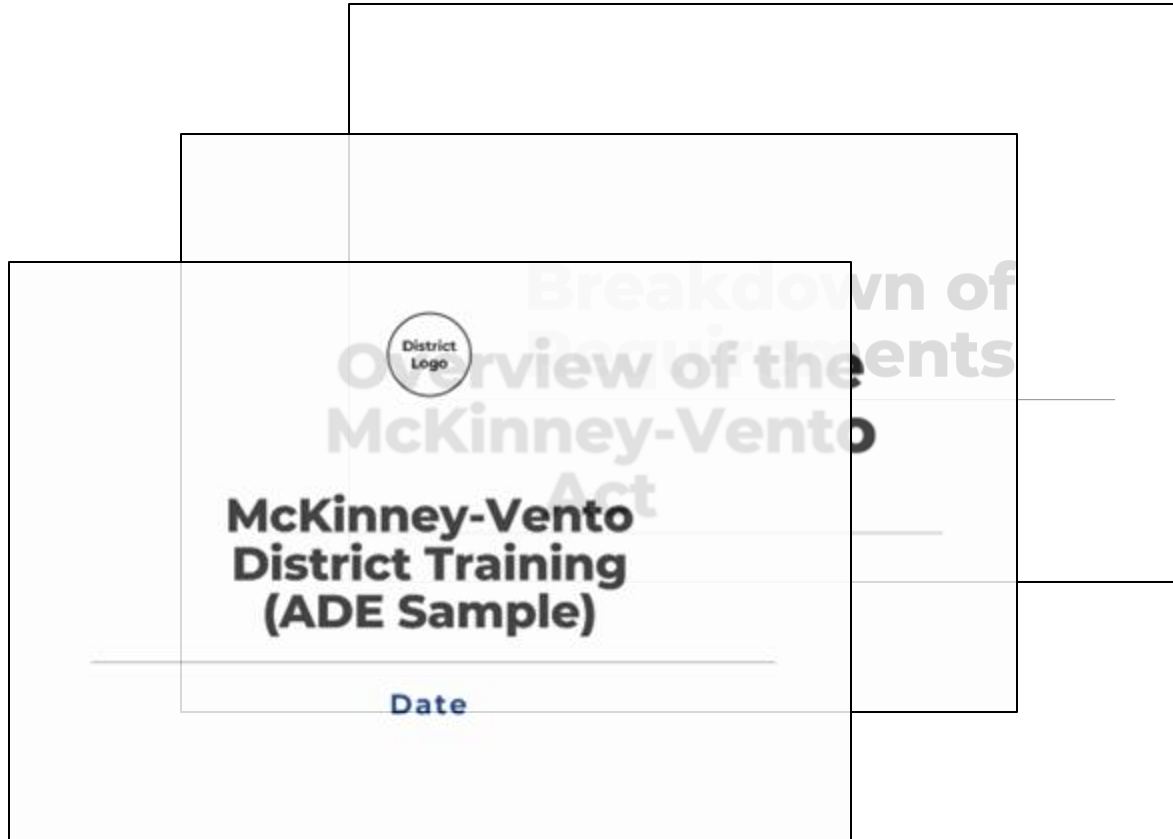
Surveys are designed to help maintain the quality and effectiveness of your training programs.

Guiding Questions and Considerations for your HEP Training Survey

- True or False: Students experiencing homelessness shall immediately be enrolled even if they do not have the typical enrollment records required.
- I am familiar with our district's identification procedure for students experiencing homelessness.
- I know how to contact the McKinney-Vento Homeless Liaison.
- School of Origin is defined as:
 - A. the school the student attends right now
 - B. the school the student is living in
 - C. the school where the parent wants the student to attend
- True or False: Transportation is a requirement under the provisions of the McKinney-Vento Act.
- True or False: Shared housing, often referred to as doubled-up, is a qualifying living situation of the McKinney-Vento Act.



Professional Development ADE Training Template



New Resource!

McKinney-Vento District Training (ADE Sample)

- **Use** this tool to aid in the development of your training presentation.
- This presentation will include **statutory citations** and include slides for you to include relevant **information** pertaining to **your** LEA's **Homeless Education Program**.

Post-Assessment

Let's test your knowledge.

Post-Assessment

1. I know where to locate the Public Notice Poster on the ADE Homeless Education Program website.
2. When should the Written Notice of the Rights of Homeless Students be provided?
3. Who is the Liaison required to provide training for on the McKinney-Vento Act and the district's Homeless Education Program?
4. True or False: Liaisons are required to establish partnerships with community-based organizations (CBOs) in order to provide resources and service to address the unique needs of students experiencing homelessness.

Post-Assessment Results

1. I know where to locate the Public Notice Poster on the ADE Homeless Education Program website.
2. When should the Written Notice of the Rights of Homeless Students be provided?
 - ✓ At the time of enrollment
 - ✓ Upon eligibility determination
 - ✓ After Best Interest Determination (BID)
 - ✓ After Dispute Resolution
 - ✓ Twice annually while the child or youth is enrolled in school, for identified HCY
 - ✓ Twice annually while the child or youth is enrolled in school, for all enrolled students

Post-Assessment Results

3. Who is the Liaison required to provide training for on the McKinney-Vento Act and the district's Homeless Education Program?
 - ✓ Administrators and office staff
 - ✓ Teachers and instructional specialists
 - ✓ Counselors and social workers
 - ✓ Cafeteria staff and crossing guards
4. True or False: Liaisons are required to establish partnerships with community-based organizations (CBOs) in order to provide resources and service to address the unique needs of students experiencing homelessness.



Closing & Next Steps

LEA Homeless Education Program Guidance Documents and Forms List

All the resources covered in today's session, including sample forms and procedures, are located on the **Homeless Education Program website**.

You can access this document via:

- The link in the chat,
- September's ADE Homeless Education Program Newsletter
- In the APLD Blackboard for this session, and
- In an email following the session.

LEA Homeless Education Program Guidance Documents and Forms List (For Compliance)			
<p>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 U.S. Code § 11432 (g)(7)(A)</p> <p>The LEA McKinney-Vento Homeless Liaison is required to develop, review, revise policies and procedures to remove barriers to the identification, enrollment, and attendance of homeless children and youth experiencing homelessness (42 U.S.C. § 11432(g)(1)(i)), ESS</p> <p>To assist with this requirement, the Office of Homeless Education help develop locally driven policies and procedures to support homelessness to ensure they face no barriers. The following compiled to help assist you as you endeavor to establish pro</p> <p>In developing this guidance, the ADE Homeless Education Program statute, and consulted with the National Center for Homeless Education. By referencing these resources and partners, we and relevant resources.</p>			
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)(v)	<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) (i)(iv)	<ul style="list-style-type: none">• Dispute Resolution Procedure - LEA / Charter District Sample

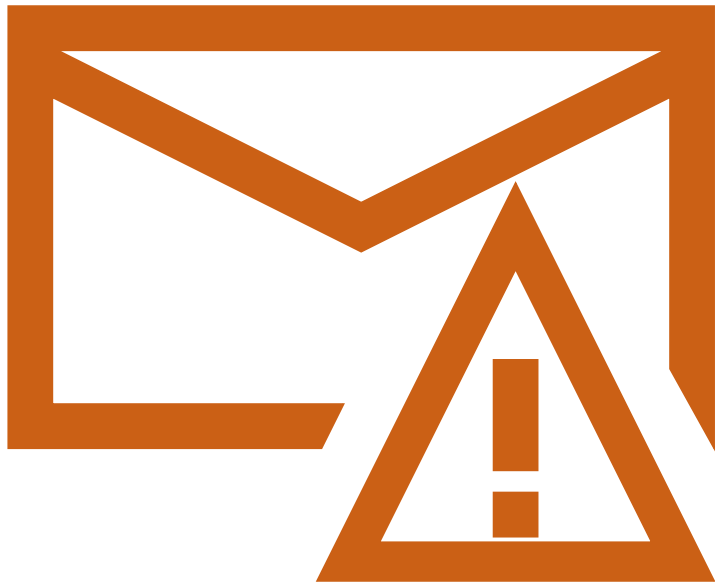
Feedback Survey & Certificates

Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive PL certificate in APLD Blackboard

Recording and slides

- APLD session Blackboard
- HEP website



Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov