



Transportation for Students Experiencing Homelessness Reference Sheet

This reference sheet is designed to provide various documents and resources related to providing transportation for students experiencing homelessness. Links and descriptions are organized by ADE developed guidance and sample forms, as well as relevant tools and resources for McKinney-Vento Homeless Liaisons and others supporting the transportation of students experiencing homelessness.

Reach us at homeless@azed.gov for any questions or technical assistance.

From the Office of Homeless, Foster Care, and Refugee Education Programs, Updated October 2023

ADE Homeless Education Program Guidance and Sample Forms

The following resources have been developed by the Arizona Department of Education Homeless Education Program to assist LEAs with developing quality programs to provide transportation for students experiencing homelessness. Guidance and sample forms are developed in line with McKinney-Vento statute and consultation from the National Center for Homeless Education (NCHE) and SchoolHouse Connection.

Link	Description of Resource
Determining a Need for Transportation	
ADE Student Residency Questionnaire Sample Form	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 a Student Residency Questionnaire.
ADE Identification & Eligibility Interview Questions & Checklist	Use this checklist to help guide your conversation with the parent, guardian, caregiver, or student to determine if the student's living situation is considered fixed, regular, and adequate, as well as identify what their needs are.

<p align="center"><u>ADE Best Interest Determination (BID) Sample Form</u></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>Establishing Transportation</p>	
<p align="center"><u>ADE Transportation Best Practice Guidance Document</u></p>	<p>This document provides guidance and shared best practice to ensure your district is arranging transportation so that homeless children and youth participate for the full school day, neither arriving late nor leaving before the school day has ended.</p>
<p align="center"><u>ADE Transportation Request Sample Form</u></p>	<p>This sample form can be utilized when transportation is needed within the district and outside of the district.</p>
<p align="center"><u>ADE Transportation Route Details Sample Form</u></p>	<p>This sample form is designed to communicate route details for transportation occurring within the district and outside of the district.</p>
<p align="center"><u>ADE Transportation Agreement Sample Form</u></p>	<p>Once transportation has been finalized, this sample form may be utilized to establish an agreement between the parent/guardian, student, and LEA to provide and utilize transportation.</p>
<p align="center"><u>ADE Bus Pass Agreement Sample Form</u></p>	<p>If transportation will be provided via the provision of bus passes, this sample form may be utilized to establish an agreement between the parent/guardian, student, and LEA to provide and utilize transportation.</p>
<p>ADE Transportation Non-Usage Notification Letter Samples</p> <ul style="list-style-type: none"> • <u>3rd Occurrence Letter Sample</u> • <u>5th Occurrence Letter Sample</u> • <u>10th Occurrence Letter Sample</u> 	<p>In the event of transportation non-usage or inconsistent usage, these sample letters may be utilized to notify and request communication from the parent or guardian to improve transportation usage.</p>

Transportation Tools & Resources

The following links are tools and resources for McKinney-Vento Liaisons in understanding and providing the right to transportation for students experiencing homelessness. It is recommended these links are bookmarked for easy access to the information to utilize as a point of reference when providing their own technical assistance to parents, guardians, youth and other stakeholders.

Source	List of Resources
<p style="text-align: center;">National Center for Homeless Education (NCHE)</p> <p>NCHE operates the U.S. Department of Education’s technical assistance and information center for the federal Education for Homeless Children and Youth (EHCY) Program. They develop a variety of guidance and resources related to the McKinney-Vento Act. Here are a collection of resources related to transportation.</p>	<ul style="list-style-type: none"> • National Center for Homeless Education (NCHE): Transportation • Homeless Liaison Toolkit, Chapter Seven: Transportation • Transporting Children and Youth Experiencing Homelessness-Law into Practice Brief • Transportation for Homeless Children and Youth: Strategies for Rural School Districts • Extracurricular Activities and Transportation for Students Experiencing Homelessness • Supporting Homeless Children and Youth in Charter Schools
<p style="text-align: center;">SchoolHouse Connection</p> <p>SchoolHouse Connection is a national non-profit organization working to overcome homelessness through education. They provide strategic advocacy and practical assistance in partnership with early childhood programs, schools, institutions of higher education, service providers, families, and youth. Here are a collection of resources related to transportation.</p>	<ul style="list-style-type: none"> • Meeting the Transportation Needs of Students Experiencing Homelessness • Steps Toward Solutions: Housing and Transportation Resources • Charter School and Students Experiencing Homelessness: Practices and Recommendations for Success • How Charter Schools can Support Students Experiencing Homelessness