



ARIZONA DEPARTMENT OF
EDUCATION

McKinney-Vento Homeless Liaison Training

Transportation for Students Experiencing Homelessness
October 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



Dr. Brittani (Didi) Roy
Director of Educational Policy & Program Integrity

Homeless Education Program



Rita Rodriguez
Homeless Education Program Coordinator



Jan Brite
Homeless Education Program Grants Specialist

Foster Care Education Program



Joey Taylor
Foster Care Education Program Coordinator

Homeless, Foster Care, and Refugee Student Support



Marisa Peña
Program Specialist



Interagency Collaborations

Jason Nelson

Arizona School Risk Retention Trust, Inc.



Jason Nelson, Transportation Program Manager with Arizona School Risk Retention Trust, Inc. for this session. With over 13 years in the transportation industry, Jason has driven a bus, held positions of dispatch and routing, and supervised a transportation department of more than 100 employees. He demonstrates his passion for pupil transportation, having served as a board member for the Arizona Association of Pupil Transportation (AAPT) and the Transportation Administrators of Arizona (TAA) presidency. Jason has a "can-do" attitude and is passionate about enhancing school bus transportation in the state of Arizona.



"HEY, BUS DRIVER!" PODCAST

Exploring the entire school transportation universe and sharing a few funny stories along the way!

This show is all about exploring the entire school transportation universe, talking to interesting people, exchanging ideas, promoting student transportation industry growth, "geeking" out about school buses and sharing a few funny stories along the way!

Episodes will release twice a month to start. Be sure to find us where ever you find your favorite podcasts and like us on Facebook, Instagram, Twitter and LinkedIn!





Today's Session

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

Objective

Participants will determine essential processes related to the **removal of barriers** to **educational access** and **academic success** for children and youth experiencing homelessness.

Participants will develop knowledge of **statutory requirements** that support the **right to transportation** and develop **best practices** to ensure compliance standards are established.

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. Which of the following LEAs is not in compliance with transportation requirements of the McKinney-Vento Act? (Select all that apply.)
2. Is an LEA required to transport homeless students to and from the school of origin while enrollment disputes are being resolved?
3. 123 Charter School does not provide transportation to any of their enrolled students. What are their requirements to provide transportation for students experiencing homelessness? (Select all that apply.)
4. If two LEAs do not agree on how to arrange and share the cost and responsibility to provide transportation for a homeless child or youth to remain in the school of origin, they should do which of the following?



Transportation for Students Experiencing Homelessness Reference Sheet



ARIZONA DEPARTMENT OF
EDUCATION

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.

As we move through today's session, you can access all of the guidance documents, sample forms, and useful resources in this reference sheet!

Click the link in chat to access the document!

Overview of Governing Statute



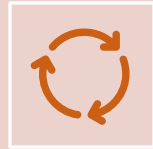
- Definition of Homelessness
- Statutory Requirements
- Key Provisions of the McKinney-Vento Act



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?

“LEAs must **develop, review, and revise policies** to remove **barriers** to the **identification, enrollment, and retention** of children and youth (including preschool-aged children and unaccompanied youth) experiencing homelessness in school, including barriers to enrollment (re-enrollment) and retention due to outstanding fees or fines, or absences.”

42 U.S.C. §11432(g)(1)(I)

Removal of Barriers



“The term **“school of origin”** means the **school** that a child or youth **attended** when **permanently housed**, or the **school** in which the child or youth was **last enrolled**, including a preschool.

42 U.S.C. § 11432(g)(3)(l)(i)

School of Origin Definition



“To counteract the educational disruption caused by mobility, the McKinney-Vento Act provides students experiencing homelessness with the right to continue attending the ***school of origin*** or **enroll in any public school** that non-homeless students who live in the same **attendance area** are eligible to attend, according to the **student’s best interest.**”

42 U.S.C. § 11432(g)(3)(A)

School Enrollment Right



“LEAs must adopt policies and practices to ensure that **transportation is provided**, at the **request of the parent or guardian** (or, in the case of an **unaccompanied youth**, the liaison), **to or from the school of origin** in accordance with McKinney-Vento statute..”

42 U.S.C. § 11432(g)(1)(J)(iii)

Transportation Right





Key Provisions of the McKinney-Vento Act

- Immediate enrollment, even without documents
 - Unaccompanied youth = immediate enrollment
- Eliminate barriers = ensure school policies and procedures are fair
- Dispute Resolution Process
- District Liaison assigned to every school district
- School stability
 - Transportation to school of origin

Roles & Responsibilities of LEAs



- McKinney-Vento Act
 - LEA Responsibilities
 - Liaison Responsibilities



Responsibilities of the LEA

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**.

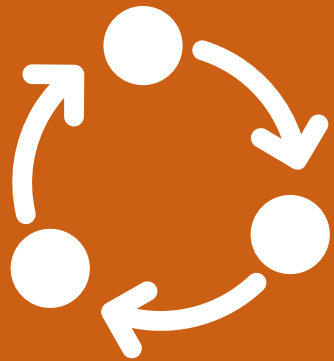
42 U.S.C. § 11432 (e)(3)(C), (g)(3)



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.

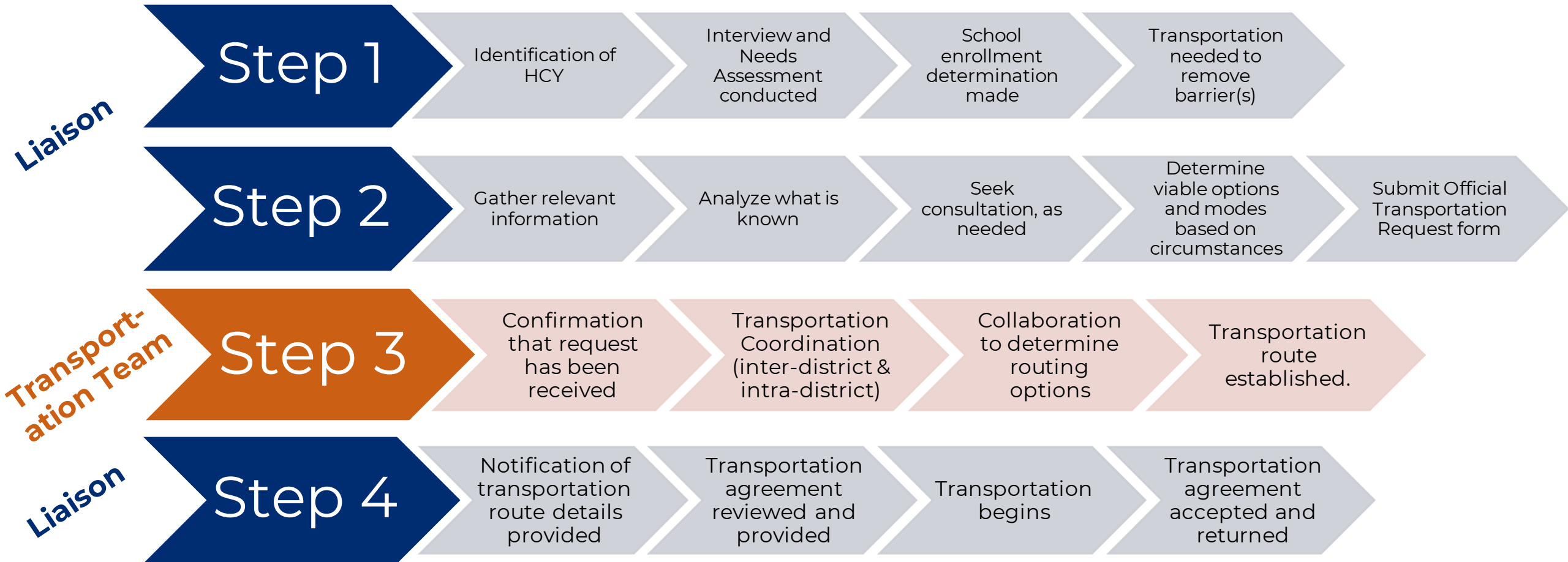
Transportation Process



- Determining Need and Establishing Transportation



Determining Need and Establishing Transportation





1. Identification

- ✓ *ADE Sample: Student Residency Questionnaire*

2. Interview and Needs Assessment

- ✓ *ADE Sample: Identification and Eligibility Interview Questions & Checklist*

3. School Enrollment Decision Made

- ✓ *ADE Sample: Best Interest Determination*
 - Foundation for school selection determination
 - Required documentation during the dispute resolution process

“LEA/Charter Districts must make **school placement** determinations on the **basis** of the “**best interest**” of the homeless child or youth based on student centered factors.”

42 U.S.C. § 11432(g)(3)(B)

Best Interest Determination (BID)





1. Identification

- ✓ *ADE Sample: Student Residency Questionnaire*

2. Interview and Needs Assessment

- ✓ *ADE Sample: Identification and Eligibility Interview Questions & Checklist*

3. School Enrollment Decision Made

- ✓ *ADE Sample: Best Interest Determination*
 - Foundation for school selection determination
 - Required documentation during the dispute resolution process

4. Transportation needed to remove barrier(s)

- Assess comparable services and the removal of barriers if needed

Step 2

Gather relevant information

Analyze what is known

Seek consultation, as needed

Determine viable options and modes based on circumstances

Submit Official Transportation Request form

1. Gather information and learn about the families housing to support the transportation routing process.

- Is this a shelter, protected address, sleeping in a vehicle, at a 55+ community?

2. Ask about the student's specific needs.

- Related services listed under IDEA
- A hour, extra-curricular activity, or tutoring program participant

3. Consult with others supporting the family or student

- Special education (confirm related service requirements within IEP)
- Ask school site staff what time a student can be on campus
- Connect with shelter staff providing support to the family to verify if a student can be left alone at the end of the day.

Step 2

Gather relevant information

Analyze what is known

Seek consultation, as needed

Determine viable options and modes based on circumstances

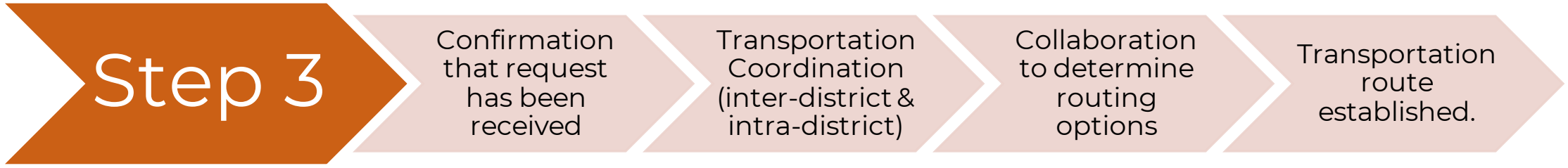
Submit Official Transportation Request form

4. Review viable modes of transportation

- Safety, viability, logical option
- Student-centered
- Meets the needs of the family and doesn't create additional barriers

5. Submit Official Transportation Request Form

- ✓ *ADE Sample: Transportation Request Form*



- 1. Confirmation that request has been received**
- 2. Transportation Coordination (inter-district & intra-district)**
- 3. Collaboration to determine routing options**
- 4. Transportation route established**
 - ✓ *ADE sample: McKinney-Vento Transportation Route Details Form*
 - Shared transportation
 - Do not begin your route without confirmation from the sharing district that they're ready to start.



Step 4

Notification of transportation route details provided.

Transportation agreement reviewed and provided.

Transportation begins.

Transportation agreement accepted and returned.

1. Route details shared

- Parent, guardian or youth, school personnel

2. Transportation agreement reviewed and provided

- Send home with student
- Text
- Email (electronic acknowledgment)
- Verbally agrees, liaison documents and sends copy

3. Transportation begins

4. Transportation agreement accepted and returned

- Remove barrier to acknowledgement
- Liaison keeps record of

Transportation Maintenance



- Policies and Procedures
 - Prompt and Coordinated
 - Awareness
 - Dispute Resolution
 - Best Interest Determination (BID)



Share Your Knowledge

What is the **average** transportation **routing time** for your LEA?

Select
your
answer in
the pop-
up poll!



Transportation Policy and Procedure

In order to effectively provide transportation, your LEA's policies and procedures must be:

- **Planned**
- **Consistent**
- **Maintained**

✓ *ADE Sample: Transportation Best Practice Guidance Document*

The screenshot shows the title page of a guidance document. At the top left is the Homeless Education logo, and at the top right is the title "Transportation Best Practice Guidance Document". The main body of text provides an overview of the document's purpose and references legal requirements like the McKinney-Vento Act. At the bottom, there is a list of resources with icons and text boxes. A red box with a white arrow points to the NCHE logo, with the text "Click on logo to access the website and resources."

Homeless Education Transportation Best Practice Guidance Document

This document provides guidance and best practice to ensure your district is arranging transportation so that barriers are removed for homeless students, allowing them to participate for the full school day, neither arriving late nor leaving before the school day has ended.

The McKinney-Vento Act requires schools to immediately enroll homeless students with "enrollment" defined as "attending classes and participating fully in school activities." The law also requires LEA/charter to coordinate transportation services with other LEA/charters. Therefore, LEA/charter must arrange transportation *without delay*. [\[42 U.S.C. § 11432\(g\)\(3\)\(C\)\]](#), [\[42 U.S.C. § 11434a\(1\)\]](#), [\[42 U.S.C. § 11432\(g\) \(5\)\(A\)\(ii\)\]](#)

McKinney-Vento Homeless Liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to the school selected in accordance with the best interest determination [\[42 U.S.C. § 11432\(g\)\(6\)\(A\)\(viii\)\]](#).

The LEA/charter of origin and the LEA/charter in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEA/charter is unable to agree upon such method, the responsibility and costs for transportation shall be shared equally [\[42 U.S.C. § 11432\(g\)\(1\)\(J\)\(iii\)\]](#).

This document cites and references various resources. McKinney-Vento Homeless Liaisons should familiarize themselves with the resources and may use them to support their effort in establishing procedures, processes, and form development.

42 U.S. Code §§11431-11435

U. S. Department of Education (2015), Education for Homeless Children and Youth: Program Non-Regulatory Guidance

National Center for Homeless Education (NCHE)
NCHE's Homeless Liaison Toolkit (2020 Edition)
NCHE Briefs, Transporting Children and Youth Experiencing Homelessness, Ensuring Full Participation in Extracurricular Activities for Students Experiencing Homelessness, Serving Homeless Children and Youth in Charter Schools

SchoolHouse Connection

Click on logo to access the website and resources.

“The local educational agency described in subparagraph (B)(ii) shall—(i) implement a **coordinated system** for ensuring that homeless children and youths—(III) are **promptly** provided necessary services described in subsection (g)(4), including **transportation**, to allow homeless children and youths to exercise their choices of schools. (g)(3)(A);”

42 U.S.C. §11432(e)(3)(E)(i)

Prompt Coordination of Transportation



"Each homeless child or youth to be assisted under this part shall be provided **services comparable** to services offered to other students in the school selected under paragraph (3), including the following: (A) **Transportation services...**"

42 U.S.C. § 11432(g)(4)(A)

Comparable Services



“However, some situations exist in which an LEA must provide transportation assistance for a student experiencing homelessness that may exceed what is provided to other students because LEAs and schools are required to remove barriers to the school enrollment and attendance of children and youth experiencing homelessness, including transportation barriers.”

“Transporting Children and Youth Experiencing Homelessness”, NCHE

Comparable Services



“McKinney-Vento Homeless Liaisons must ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully **informed** of **all transportation services**, including transportation **to** and **from** the **school of origin**, and is **assisted** in **accessing transportation** to the **school selected** in **accordance** with the **best interest** determination.”

42 U.S.C. § 11432(g)(6)(A)(viii)

Awareness of Right



“The McKinney-Vento Act’s **transportation requirements** apply **while disputes** are **being resolved**.

Therefore, at the request of the parent, guardian, or unaccompanied youth, the LEA/Charter District must **provide** or **arrange** for adequate and appropriate **transportation to and from the school** selected by the parent, guardian, or unaccompanied youth.

Inter-district transportation **disputes** should be **resolved** at the **SEA** level.”

42 U.S.C. § 11432(g)(3)(E)(i)], § 11432(g)(1)(C)

Dispute Resolution





Dispute Resolution Process

LEA Level

LEA vs. LEA at
the State Level

SEA Level

TRANSPORTATION PROVIDED THROUGHOUT

A large, light-orange arrow pointing to the right, containing the text "TRANSPORTATION PROVIDED THROUGHOUT".

“LEA/Charter Districts must make **school placement** determinations on the **basis** of the “**best interest**” of the homeless child or youth based on student centered factors.”

42 U.S.C. § 11432(g)(3)(B)

Best Interest Determination (BID)





Share Your Knowledge

In what **transportation-related** situation might you conduct a **best interest determination**?

Type your
answer in
the chat!



Best Interest Determination Requirement

Throughout the School Year, a BID can be used to address:

- Transportation non-usage
 - Attendance concerns
 - Safety concerns
 - Behavioral concerns

Monitoring and Adjusting



- Inconsistent Usage
- Behavior Concerns
- Emergencies
- Change Request



Monitoring and Adjusting Transportation

Monitor Daily Usage

Establish procedure for reporting and monitoring consistent usage

Provide training for transportation and school site personnel

Develop a system to pull daily usage reports for review for inconsistent usage

Utilize daily attendance reports to help resolve inconsistent usage

Inconsistent Usage

Establish procedure to address inconsistent usage

Conduct follow up calls to review transportation agreement

Send warning notification letters before pausing services

Pause or cancel transportation in alignment with established procedure

Conduct a BID



Monitoring and Adjusting Transportation

Behavior Concerns & Emergencies

Establish the procedure to address emergency situations

Provide training for transportation and school site personnel

Provide guidance for sharing districts regarding the established procedure

When appropriate, pause transportation and conduct a BID

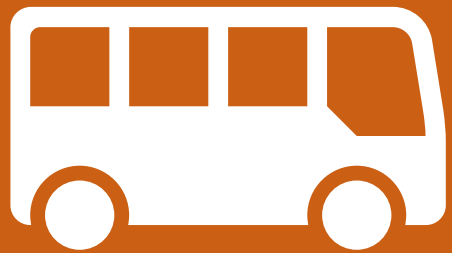
Transportation Change Request

Analyze the details involving the request.

Submit a transportation request form with changes.

Begin the coordination by following all previous steps.

Transportation in Practice



- Funding Resources
- Best Practices, Solutions, and Strategies

Transportation Funding Resources

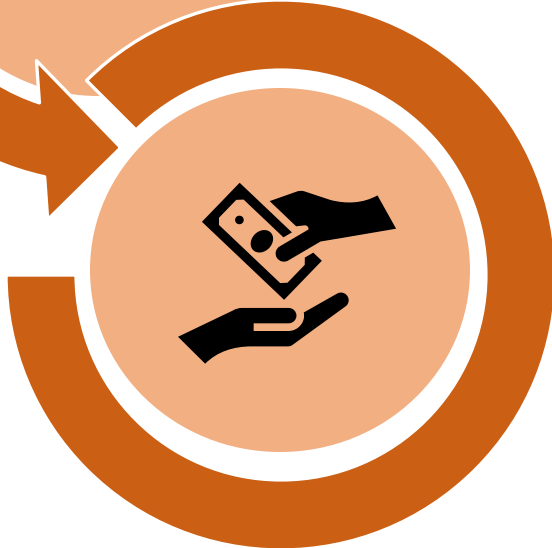


LEA
Transportation
or **General**
Funds



Title 1, Part A Funds

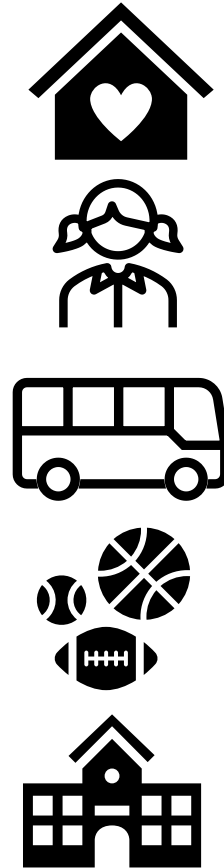
McKinney-
Vento **Subgrant**
Funds





The Right to Transportation

LEAs must provide transportation to remove barriers to enrollment, attendance and retention for HCY.



LEAs must have procedures to ensure HCY do not face barriers to accessing academic and extracurricular activities.





Barrier Example

Under the “compulsory education” laws in Arizona, children between the ages of 6 and 16 must regularly attend school. (Ariz. Rev. Stat. § 15-802 (2019))



How much do you think a ticket for truancy is?

Establishing a procedure to address transportation needs for homeless children and youth is a key **responsibility** of the **McKinney-Vento Homeless Liaison** and is **required**.

- Creates a streamlined approach
- Ensures the removal of the barrier to attend school if eliminated.
- Reduces the number of days a child or youth is not in attendance.

[42 U.S.C. § 11432(g)(1)(I)]
Title 42 of the US Code



Best Practices - Internal

Collaboration

- Meet on a regular basis with the transportation director
- Community-based organizations that provide support to families experiencing homelessness
- Partnering LEAs

Communication

- Reply to request for transportation within 24 hrs as a professional courtesy.
- Contact individuals by phone to follow up
- Send reminders and request for updates

Policies & Procedures

- Meet with district leadership (transportation directors, superintendent, legal counsel) to develop effective transportation policies and procedures.

Tools

- Transportation Request Form
- Report with transportation routes
- Daily or monthly usage reports
- Contact lists (liaisons and transportation)
- Training
- Develop internal concern or incident report
- Non-usage notification letters
- MOU's





Best Practices: Parent, Guardian, Youth

Collaboration

- The McKinney-Vento Homeless Liaison in **collaboration** with the **parent** should discuss **modes** of transportation with the parent.
- Determine the most viable based on individual circumstances.
- The decision is **NOT** based on what is “**feasible**” or **best** for the LEA.

Communication

- Provide the parent, guardian or youth with **contact information** for the McKinney-Vento **Liaison** and **transportation department**.
- **Explain**
 - where to report an absence
 - How to change an address
 - List all emergency contacts

Policies & Procedures

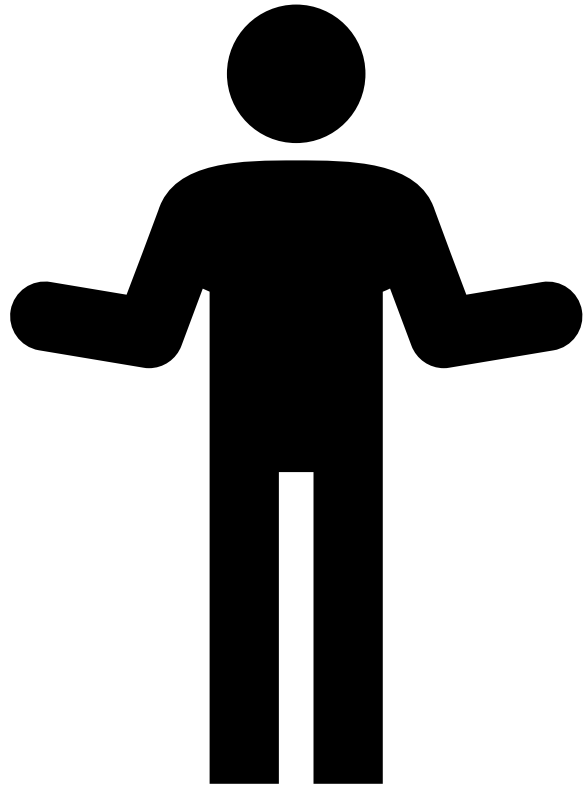
- The LEA/Charter District’s Transportation Director is a key figure in the process and should **work with** district leadership, **the local McKinney-Vento Homeless Liaison** to **develop** effective transportation **policies** and **procedures**.
- Establish a **transportation agreement** This is especially helpful during the continued maintenance of transportation.



Share Your Knowledge

What are some **creative** ways you have provided transportation?

Type your
answer in
the chat!



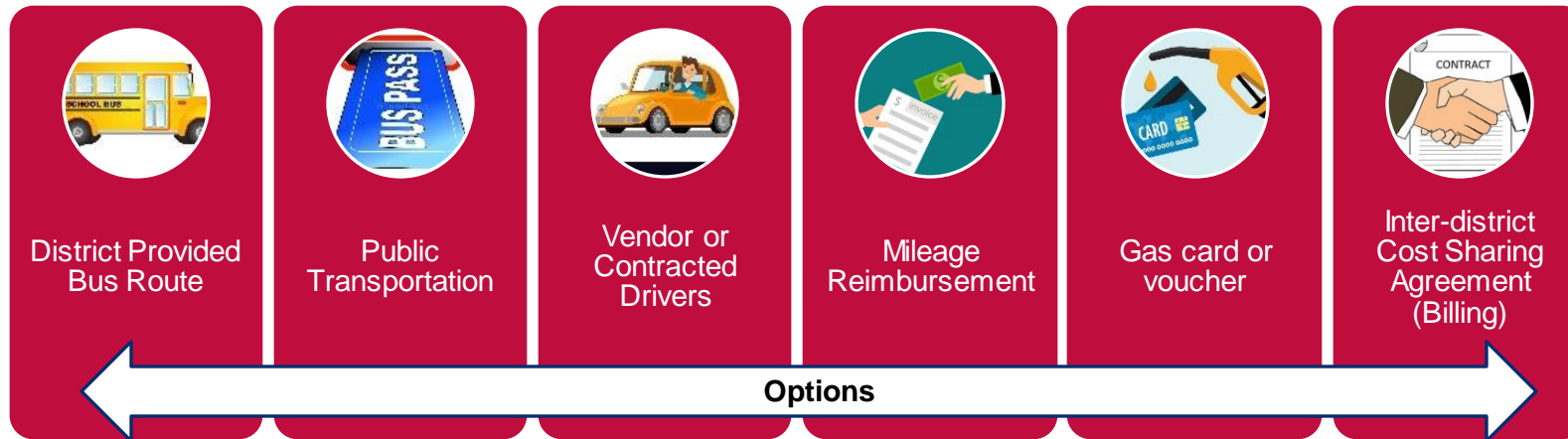
**We don't have
any busses or
drivers. Now
what?**





Mode of Transportation Determination

The **mode of transportation** offered should be the result of a **student-centered decision** with consideration given to the safety, viability, and logical option.





Strategies for Rural Districts

- Work closely with the pupil transportation department and district leadership team.
- Arrange a transfer from the middle/high schools with an elementary school in the
- Reimburse parents, caregivers, or older youth.
- Encourage students to participate in afterschool programs because more bus drivers may be available at a later time or the parent may be able to pick up the child after work
- Have parents with cars agree to transport their children to a specially appointed bus stop to facilitate the transfer of students.
- Consult with your LEA's leadership to learn how you may contract with a community member to transport children identified as homeless to and from school
- Assign a staff member the transportation responsibility and use funding to pay them a stipend.
- Have buses from different districts meet at district lines to transfer students from bus to bus.



Post-Assessment

Let's test your knowledge.

Post-Assessment

1. Which of the following LEAs is in compliance with transportation requirements of the McKinney-Vento Act? (Select all that apply.)
2. Is an LEA required to transport homeless students to and from the school of origin while enrollment disputes are being resolved?
3. 123 Charter School does not provide transportation to any of their enrolled students. What are their requirements to provide transportation for students experiencing homelessness? (Select all that apply.)
4. If two LEAs do not agree on how to arrange and share the cost and responsibility to provide transportation for a homeless child or youth to remain in the school of origin, they should do which of the following?

Post-Assessment Results

1. Which of the following LEAs is not in compliance with transportation requirements of the McKinney-Vento Act? (Select all that apply.)
 - ABC School District has a written policy stating they will not transport any McKinney-Vento students more than 25 miles.
 - The transportation director for XYZ School District has advised their McKinney-Vento liaison that they will not approve any routes that exceed the cost of \$30 per trip.
 - JKL School District personnel, not including the Liaison, meet annually to review, revise and develop procedures to initiate transportation request.

2. Is an LEA required to transport homeless students to and from the school of origin while enrollment disputes are being resolved?
 - **Yes!**

Post-Assessment Results

3. 123 Charter School does not provide transportation to any of their enrolled students. What are their requirements to provide transportation for students experiencing homelessness? (Select all that apply.)
- ~~• No transportation would be required, since this would be a “comparable service”~~
 - **Transportation must be provided if it will remove a barrier to school enrollment and/or attendance of the child or youth.**
 - **They must provide transportation if needed at the time of enrollment for identified homeless children and youth.**
 - ~~• The charter district may deny enrollment of a student if they identify themselves as homeless upon enrollment since they are unable to transport the student.~~
 - **They must provide transportation if needed if a student becomes homeless while attending the charter school.**
4. If two LEAs do not agree on how to arrange and share the cost and responsibility to provide transportation for a homeless child or youth to remain in the school of origin, they should do which of the following?
- ~~• Work out an agreement with the parent, guardian or youth to share the cost and arrange transportation.~~
 - **Contact the Office of the State Coordinator for consultation and guidance. If necessary, submit a request for an appeal through the SEA Level Dispute Resolution Process.**
 - ~~• There is no statutory requirement that mandates LEAs must share transportation costs.~~
 - In an inter-district situation, both LEA/Charter Districts are required to agree upon a method for sharing the cost and responsibility for providing transportation. If an agreement cannot be reached, a State Level Dispute may be requested.



Closing & Next Steps

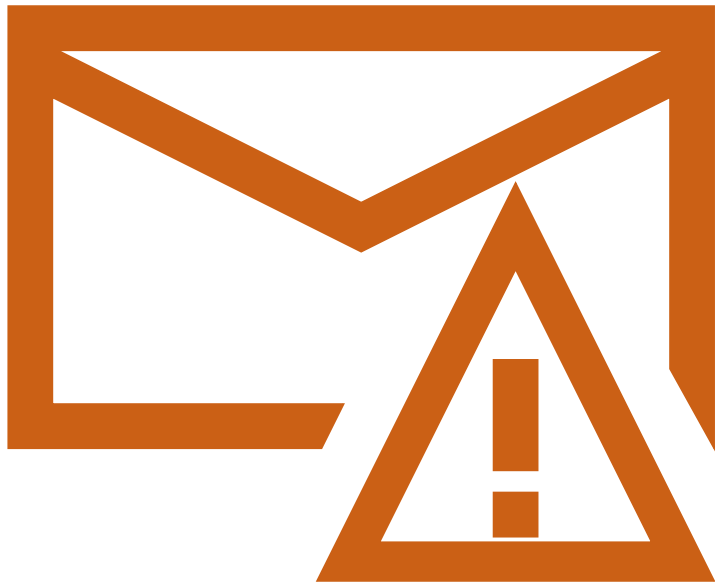
Feedback Survey & Certificates

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