



### April Tasks

**Meet with your LEA's summer school planning team.**

- Discuss options for homeless children and youth (HCY).
- Develop a summer school transportation plan to support HCY.
- Ensure your LEA establishes a protocol to maintain data regarding HCY who attend summer school program(s).

**Meet with internal transportation department to prepare.**

- Provide a list of potentially needed transportation routes (within district and outside of district).
- Inquire if shared transportation will be requested from other LEAs.

**Meet with other LEA McKinney-Vento Homeless Liaisons about shared transportation needs for your district.**

- Share information about each LEA's summer school transportation plans.
- Determine the date summer school transportation requests will be submitted.
- Discuss what modes of transportation will be utilized.
  - Remember, the mode of transportation must meet the needs of the family and HCY.

**Send a letter to parents, guardians, caregivers, and youth to advise them of summer school opportunities.**

**Make phone calls to follow up with parents, guardians, caregivers, and youth to ensure they received the information, verify participation, or answer questions.**

### May Tasks

**Begin submitting transportation routing request.**

**Submit HCY participant information to the summer school planning committee or other staff responsible for the summer school program.**

**Ensure all summer school transportation requests are confirmed and submitted for routing.**

**□ Gather all transportation routing details.**

- Call parent, guardians, caregiver, or youth to advise them of routing details.
  - Be sure to document the date and time details are provided.
  - Send parents, guardian, caregiver, or youth the Transportation Agreement for review and acknowledgement.
- Share route details with summer school planning committee or other staff responsible for the summer school program.
- Document route details in the HCY's case management file.

SAMPLE