DATE: October 23, 2024

TO: Superintendents, Federal Programs Directors, and McKinney-Vento Homeless Liaisons

FROM: Brittani Roy, Ed.D., Director of Educational Policy and Program Integrity
Office of Homeless, Foster Care, and Refugee Education Programs

SUBJECT: Notification of FY25 Homeless Student Data Reporting Requirements

Dear Colleagues,

This official notification is to ensure your awareness of the updated FY25 data reporting requirements and coded corresponding AzEDS reports for your local education agency's (LEA's) Homeless Education Program.

All LEAs, which includes charter districts, are required to report "reliable, valid, and comprehensive data" regarding their homeless children and youth (HCY) and unaccompanied homeless youth (UHY) enrollment numbers to the State Education Agency (SEA) ([42 U.S.C. § 11432 (g)(6)(C)](#)). These enrollment numbers are then reported to the U.S. Department of Education and are used to determine the State's Education for Homeless Children and Youth (EHCY) allocation ([42 U.S.C. § 11432 (f)(3)](#)), and ongoing programmatic decision-making for the Arizona Department of Education (ADE)'s Homeless Education Program.

ADE has notified student information system (SIS) vendors of the FY25 data reporting updates on several occasions since November 2023. To accommodate these shifts in reporting requirements, SIS vendors should have modified their User Interfaces to support the accurate reporting of students experiencing homelessness through their membership in the LEA's Homeless Program, with an option to flag students as unaccompanied homeless youth (UHY) as a Need within the Homeless Program. However, our Office has learned that many LEAs were not made aware of these changes and are consequently noncompliant in the reporting of their homeless student data. We are directly notifying LEAs of the data reporting updates to support the coordination with their SIS vendors to ensure compliance with federal statutory reporting requirements as soon as possible.

Please note that the following elements of the updated reporting requirements and AzEDS reports will be fully implemented by November 2024. However, to ensure transparency and support with the ongoing integrity of the homeless student enrollment data reported by your LEA, all changes have been detailed below:

- **Review of Definitions**
  - **Homeless children and youth (HCY):** Students experiencing homelessness who are enrolled in your LEA and are in the physical custody of a parent or court-appointed guardian.
  - **Unaccompanied homeless youth (UHY):** Students experiencing homelessness enrolled in your LEA and **_are not_** in the physical custody of a parent or court-appointed guardian.

- **<u>Homeless is now its own Program</u> - *Active***
  - Homeless has been established as its own Program and has replaced the homeless and unaccompanied youth needs associated with the Support Program. To this end, there is now the Homeless Program.
  - HCY are reported as having membership to the Homeless Program in your SIS.
  - UHY are reported as a flag associated with the Homeless Program in your SIS.
  - Every student's exit date from the Homeless Program must match the student's LEA membership withdraw/exit date.

- **<u>Updated AzEDS Reports</u>**
  - **HEP10 - *Active***
    - This report provides all Homeless Education Program data that has been submitted to the ADE. This information is available immediately after submission and is pre-integrity.
  - **HEP72 - *Forthcoming***
    - This report provides all Homeless Education Program data that has been submitted to the ADE and has passed integrity. This information is updated nightly and is post-integrity. The status and date of the latest integrity process run will determine the accuracy of the data contained in the HEP72 report.
  - **INTEG15 - *Active***
    - This report displays a post-integrity list of student data related to membership and their integrity status results. The status and date of the latest integrity process run will determine the accuracy of the data contained in the INTEG15. Integrity status is available on the AzEDS System Status page of the AzEDS Portal in ADEConnect.

- **<u>HCY & UHY Reporting Requirements</u> - *Active***
  - Identified **HCY are required to have a corresponding primary nighttime residence** entered in the SIS.
  - Identified **<u>UHY must be reported as a flag associated with the Homeless Program</u>** in your SIS, and **no longer reported as a student need.**
    - For example, a student who is experiencing homelessness **and** is unaccompanied would be **entered into the SIS as HCY along with the UHY flag** and **one primary nighttime residence** for the homeless student.
  - **All identified HCY & UHY are required to be reported** via your SIS, **even if services are denied or declined** by the parent, guardian, or youth.

- **<u>Data Reporting Reminders</u> - *Active***
  - **Students in Foster Care**
    - Students in the **foster care are <u>not</u> counted in HCY enrollment data**, as per the 2015 [Every Student Succeeds Act (ESSA)](#).

  - **Preschool-Aged HCY Children**
    - Children ages 3-5 years **are included** in your LEA's total enrolled HCY, **if they are attending a preschool program administered by your LEA**.
    - Children ages 0-2, or 3-5, and **not attending a preschool program administered by your LEA, are not included** in your total enrolled HCY count.

- **If There's a Change in Status for HCY/UHY Students**
  - Once students are identified and enrolled in your LEA, **do not remove their HCY or UHY identifiers in your SIS,** even if they transfer to another LEA.
  - If HCY/UHY students' circumstances change, such as they find permanent housing, **do not remove their HCY or UHY identifiers in your SIS.**

Please also reference the primary nighttime residence (PNTR) codes below required for both HCY and UHY:

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotels/motels

HCY and UHY enrollment data must be entered into the SIS <u>throughout</u> the school year, not at its conclusion. This practice ensures that your LEA's McKinney-Vento Homeless Liaison and data team can consistently check the AzEDS HEP10, HEP72, and INTEG15 reports against their <u>internal tracking systems</u> to ensure the ongoing integrity of the data your LEA reports to the ADE. **It is highly recommended that your LEA's internal data integrity process be conducted at least once every two weeks**. To access the AzEDS HEP10, HEP72, and INTEG15 reports, please contact your LEA's Entity Administrator.

To be in compliance with the federal statutory data reporting requirements, please ensure that your LEA's reported HCY and UHY enrollment counts are complete and accurate in AzEDS by **<u>Friday, November 8th</u>**, by working with your LEA's McKinney-Vento Homeless Liaison, data team, SIS vendor, and other stakeholders, as needed.

If you require assistance on how to get these elements submitted through your LEA's SIS, please contact your SIS vendor and refer to the <u>Use Case document for FY25</u>.

If you have any questions or would like to thought-partner on identification and data procedures, please connect with us at <u>homeless@azed.gov</u>.

Thank you for your continued commitment to the students we collectively serve, and the accuracy of data reported by your LEA.

Respectfully,

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Tom Horne, Superintendent of Public Instruction
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