



**FY25 ESEA Programmatic Monitoring  
McKinney-Vento Homeless Assistance Act  
Cycle 4 Main Requirement 5  
Desktop Monitoring Data Collection Tasks**

The Arizona Department of Education (ADE) Elementary and Secondary Education Act (ESEA) Programmatic Monitoring includes Main Requirement 5 in each of the four (4) monitoring cycles. Main Requirement 5 covers mandatory elements of the McKinney-Vento Homeless Assistance Act for which every Local Education Agency (LEA) is required to implement.

The purpose of the **Cycle 4 Main Requirement 5 Desktop Monitoring Resource** addresses two essential requirements to support the development and implementation of effective LEA programming to benefit students experiencing homelessness:

- Provide the data collection task rationales, clarifications, resources, and guidance with LEAs, and
- Ensure transparency in the evaluation of LEA desktop monitoring submissions in Educational Monitoring, Assistance & Compliance (EMAC).

**To navigate to a specific data collection task within Cycle II, click on the desired data collection task below:**

- **Data Collection Task A:** McKinney-Vento staff professional development (including the LEA homeless policy: Upload evidence of the LEA's annual McKinney-Vento Homeless Assistance Act Staff training.
- **Data Collection Task B:** What type of evidence was provided in upload?
- **Data Collection Task C:** What is the LEA's dispute resolution process including the procedural steps and timeline?

We strongly encourage you to contact [ESEA@azed.gov](mailto:ESEA@azed.gov) to schedule technical support to address your LEA's specific ESEA Programmatic Monitoring needs.

**Cycle IV, MR5  
Data Collection Task A**

Data Collection Task & Success Criterion	Rationale	Resources
<p><b>A. McKinney-Vento staff professional development (including the LEA homeless policy):</b> Upload evidence of the LEA's annual McKinney-Vento Homeless Assistance Act Staff training.</p>	<p>The Arizona Department of Education ensures that Local Educational Agencies (LEAs) comply with the McKinney-Vento Homeless Assistance Act, which guarantees protections and services for students experiencing homelessness.</p> <p>A key requirement is annual professional development (PD) on McKinney-Vento provisions and LEA homeless policies, ensuring staff understand identification procedures, immediate enrollment, transportation rights, and dispute resolution.</p> <p><b>The LEA must demonstrate that its training materials utilized for the annual McKinney-Vento staff professional development effectively train all LEA staff to remove educational barriers to identification, immediate enrollment, transportation to the school of origin, and dispute resolution when applying LEA policies.</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Local Educational Agency Liaison Duties</a></li> <li>• <a href="#">LEA McKinney-Vento Training Sign-in (ADE Sample)</a></li> </ul>

**Success Criteria & Evaluation**

- The uploaded evidence of the annual staff training includes the Educational Rights of Homeless Children and Youth**
  - Staff awareness of the educational rights under the McKinney-Vento Homeless Assistance Act is essential to ensure students experiencing homelessness are immediately enrolled, supported, and provided equal access to education without barriers
    - Without this knowledge, staff may unintentionally delay services or violate federal protections
- The uploaded evidence of the annual staff training clearly and comprehensively includes the LEA's specific internal procedures for identifying and referring potentially eligible students to the McKinney-Vento Homeless Liaison at the time of enrollment**
  - LEAs are required to ensure that students experiencing homelessness are identified by school personnel and through coordination with other entities and agencies
  - Detailing internal procedures in annual staff training equips school personnel to recognize signs of homelessness at enrollment ensure the immediate removal of educational barriers for students experiencing homelessness
- The uploaded evidence of the annual staff training clearly and comprehensively includes the LEA's specific internal procedures for how staff are to make referrals of potentially eligible students to the LEA's McKinney-Vento Homeless Liaison throughout the school year**
  - LEAs are required to ensure that students experiencing homelessness are identified by school personnel and through coordination with other entities and agencies
  - Detailing internal procedures in annual staff training equips school personnel to recognize signs of homelessness throughout the school year to ensure timely referrals to the LEA's McKinney-Vento Homeless Liaison to remove educational barriers for students experiencing homelessness

**Cycle IV, MR5  
Data Collection Task B**

Data Collection Task & Success Criterion	Rationale	Resources
<p><b>B. What type of evidence was provided in upload:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> PowerPoint/Google Slides</li> <li><input checked="" type="checkbox"/> Agenda</li> <li><input checked="" type="checkbox"/> Date, time, and location of PD</li> <li><input checked="" type="checkbox"/> Sign-in sheet</li> </ul> <p><i>The evidence includes the <u>date</u>, <u>time</u>, <u>location</u>, and <u>audience</u> of the LEA's annual staff training for the current school year.</i></p> <p><i>*Multiple types of evidence may be uploaded</i></p>	<p>The Arizona Department of Education ensures that Local Educational Agencies (LEAs) comply with the McKinney-Vento Homeless Assistance Act, which guarantees protections and services for students experiencing homelessness.</p> <p>A key requirement is annual professional development (PD) on McKinney-Vento provisions and LEA homeless policies, ensuring staff understand identification procedures, immediate enrollment, transportation rights, and dispute resolution.</p> <p><b>The LEA must demonstrate that its training materials utilized for the annual McKinney-Vento staff professional development effectively trains all LEA staff to remove educational barriers to identification, immediate enrollment, transportation to the school of origin, and dispute resolution when applying LEA policies.</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Local Educational Agency Liaison Duties</a></li> <li>• <a href="#">LEA McKinney-Vento Training Sign-in (ADE Sample)</a></li> </ul>

**Cycle IV, MR5  
Data Collection Task C**

Data Collection Task	Rationale	Resources
<p><b>C. What is the LEA's dispute resolution process including the procedural steps and timeline?</b></p>	<p>The McKinney-Vento Homeless Assistance Act guarantees homeless children and youth equal access to public education, including immediate enrollment and school stability.</p> <p>A key part of this protection is the dispute resolution process, which allows families and youth to challenge eligibility and school placement decisions that could negatively impact their education.</p> <p>Monitoring LEAs ensures they have a clear, timely, and accessible process for resolving disputes fairly and transparently to prioritize the student's best interest.</p> <p><b>The LEA must demonstrate that its established written internal dispute resolution process includes all the required steps to remove barriers to the identification, immediate enrollment, attendance, and academic success for children and youth experiencing homelessness participating in a dispute resolution.</b></p>	<ul style="list-style-type: none"> <li>• <b><u>LEA-Level Dispute Resolution Procedure &amp; Form (Student/Family vs. LEA) - ADE Sample</u></b> <ul style="list-style-type: none"> <li>○ If the parent, guardian, or unaccompanied homeless youth is dissatisfied with the LEA's determination of ineligibility for services, school selection, or school enrollment, they have the right to file an appeal with the LEA after receiving the written eligibility notification.</li> <li>○ The LEA-Level dispute resolution process must be fully implemented BEFORE filing a SEA-level dispute resolution request.</li> </ul> </li> <li>• <b><u>SEA-Level Dispute Resolution Procedure (Student/Family vs. LEA)</u></b> <ul style="list-style-type: none"> <li>○ If the parent, guardian, or unaccompanied homeless youth is dissatisfied with the LEA's dispute resolution, they have the right to file an appeal with the Arizona Department of Education Office of Homeless Education within seven (7) business days of receiving the LEA's written dispute resolution notification.</li> <li>○ This form shall be used by the parent, guardian, or unaccompanied homeless youth AFTER the appeal process has been completed and a determination has been made at the LEA-level.</li> </ul> </li> </ul>

**Success Criteria & Evaluation**

**Note:** LEAs will be evaluated on their Student/Parent, guardian, caregiver, and youth vs. LEA Dispute Resolution Plan. This dispute is also known as the Student/Family vs. LEA Dispute. To be compliant, the LEA's Dispute Resolution should include procedural steps/success criteria at the LEA level and the SEA Level.

**Student/Family vs. LEA Dispute – LEA Level Process**

- Written Notification & Educational Rights** - The McKinney-Vento Homeless Liaison provides the parent, guardian, caregiver, or unaccompanied homeless youth (UHY) with the written notification of eligibility and school placement decision, educational rights of homeless children and youth, and the steps with the timeline for filing an LEA-level dispute as soon as reasonably possible after eligibility determination

- **Right, Process & Assistance to File Appeal** - If dissatisfied with the McKinney-Vento Homeless Liaison's eligibility and school placement decision, the McKinney-Vento Homeless Liaison assists the parent, guardian, caregiver, or UHY (i.e., disputing party) in filing an appeal within 7 business days of receiving the written notification of eligibility and school placement decision and educational rights of homeless children and youth
  - **The McKinney-Vento Homeless Liaison can assist the parent, guardian, caregiver, or UHY in the following way:**
    - Gathering necessary documents needed to file a dispute
    - Providing contact information for relevant personnel the parent, guardian, caregiver or UHY may need to contact
- **Student Enrollment & Transportation** - The McKinney-Vento Homeless Liaison ensures that the student is (1) enrolled or remains enrolled in the requested school pending the resolution of the dispute and (2) transportation expeditiously arranged. □ **Step 4:** Within 7 business days of receiving the submitted dispute resolution packet from the disputing party, the McKinney-Vento Homeless Liaison and LEA staff members convene a panel to review both the initial eligibility and school placement decision and the disputing party's claim to render a new determination
- **LEA Panel Convenes** - Within 7 business days of receiving the submitted dispute resolution packet from the disputing party, the McKinney-Vento Homeless Liaison and LEA staff members convene a panel to review both the initial eligibility and school placement determination and the disputing party's claim to render a dispute decision
- **LEA Written Dispute Decision** - Within 10 business days of the LEA's dispute decision, the McKinney-Vento Homeless Liaison must provide a written notification of the dispute resolution decision with the educational rights of homeless children and youth, and steps with the timeline to file a dispute at the SEA-level to the disputing party
- **Student/Family vs. LEA Dispute – SEA Level Process**
  - **Right, Process & Assistance to File Appeal to SEA** - If dissatisfied with the LEA's dispute decision, the McKinney-Vento Homeless Liaison assists the disputing party in filing an appeal within 7 business days of receiving the written notification of dispute resolution decision and educational rights of homeless children and youth with the Arizona Department of Education
  - **Student Enrollment & Transportation** - The McKinney-Vento Homeless Liaison ensures that the student is (1) enrolled or remains enrolled in the requested school pending the resolution of the dispute and (2) transportation expeditiously arranged.
  - **SEA-Level Final Written Determination & Implementation** - Once the Arizona Department of Education provides the final and binding written decision to all parties involved, the LEA implements the final dispute resolution as soon as reasonably possible
    - Within 7 business days of receiving the appeal, the Arizona Department of Education convenes a panel to review all information and documentation to make a final decision before providing the final and binding written decision to all parties involved within 7 business days of the panel's determination