



**FY25 ESEA Programmatic Monitoring
McKinney-Vento Homeless Assistance Act
Cycle 2 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 2 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:](#)** How does the LEA keep records for the number of Homeless Children and Unaccompanied Youth experiencing homelessness enrolled?
- **[Data Collection Task B:](#)** Where is the information located?
- **[Data Collection Task C:](#)** Transportation Procedures
 - Who in the LEA is responsible and what is the process for internal coordination of transportation?
 - Who in the LEA is responsible and what is the process for requesting shared transportation?
 - Who in the LEA is responsible and what is the process for responding to a shared transportation request?

We strongly encourage you to contact ESEA@azed.gov to schedule technical support to address your LEA's specific ESEA Programmatic Monitoring needs.

Cycle II, MR5
Data Collection Task A

Data Collection Task & Success Criterion	Rationale	Resources
<p>A. How does the LEA keep records for the number of Homeless Children and Unaccompanied Youth experiencing homelessness enrolled? *</p> <p> <input type="checkbox"/> Student roster by name or ID number <input type="checkbox"/> Student school location <input checked="" type="checkbox"/> McKinney-Vento Liaison keeps student roster <input type="checkbox"/> School keeps student roster <input checked="" type="checkbox"/> Student Information System (SIS) </p> <p><i>* The LEA may also select any other applicable formats. The LEA is <u>only</u> compliant if at least "McKinney-Vento Liaison keeps student roster" and "Student Information System (SIS)" are selected</i></p>	<p>Accurate data collection and record-keeping are essential for LEAs to comply with the McKinney-Vento Homeless Assistance Act and Arizona Department of Education (ADE) policies. Monitoring ensures that students experiencing homelessness are correctly identified, tracked, and provided with necessary services.</p> <p>It is required that the LEA establish written internal procedures to ensure that the McKinney-Vento Homeless Liaison maintains and reports reliable, valid, and comprehensive data. The McKinney-Vento Homeless Liaison must have an internal tracking tool that exists outside of the LEA's student information system (SIS) to track both eligible and ineligible students, as well as compare data in the internal tracking tool with the AzEDS HEP72 report to ensure the integrity of the data reported to the ADE and to prevent service gaps and ensure equal access to education for students experiencing homelessness.</p>	<ul style="list-style-type: none"> • McKinney-Vento Internal Tracking Sheet Sample • Data Reporting Requirements for the Homeless Education Program • December 16, 2024 - FY25 Final Notification of Updated Data Reporting Requirements

Cycle II, MR5
Data Collection Task B

Data Collection Task & Success Criterion	Rationale	Resources
<p>B. Where is the information located? **</p> <p><input checked="" type="checkbox"/> McKinney-Vento Liaison's Office</p> <p><input type="checkbox"/> LEA Office</p> <p><input type="checkbox"/> School Office</p> <p><input checked="" type="checkbox"/> Student Information System (SIS)</p> <p><i>* The LEA may also select any other applicable formats. The LEA is <u>only</u> compliant if at least "McKinney-Vento Liaison keeps student roster" and "Student Information System (SIS)" are selected.</i></p>	<p>Accurate data collection and record-keeping are essential for LEAs to comply with the McKinney-Vento Homeless Assistance Act and Arizona Department of Education (ADE) policies. Monitoring ensures that students experiencing homelessness are correctly identified, tracked, and provided with necessary services.</p> <p>It is required that the LEA establish written internal procedures to ensure that the McKinney-Vento Homeless Liaison maintains and reports reliable, valid, and comprehensive data. The McKinney-Vento Homeless Liaison must have an internal tracking tool that exists outside of the LEA's student information system (SIS) to track both eligible and ineligible students, as well as compare data in the internal tracking tool with the AzEDS HEP72 report to ensure the integrity of the data reported to the ADE and to prevent service gaps and ensure equal access to education for students experiencing homelessness.</p>	<ul style="list-style-type: none"> • McKinney-Vento Internal Tracking Sheet Sample • Data Reporting Requirements for the Homeless Education Program • December 16, 2024 - FY25_Final Notification of Updated Data Reporting Requirements

Cycle II, MR5
Data Collection Task C

Data Collection Task	Rationale	Resources
C. Transportation Procedures <ol style="list-style-type: none"> Who in the LEA is responsible and what is the process for internal coordination of transportation? Who in the LEA is responsible and what is the process for requesting shared transportation? Who in the LEA is responsible and what is the process for responding to a shared transportation request? 	<p>The McKinney-Vento Homeless Assistance Act mandates that the parents and guardians of eligible students, including unaccompanied homeless youth, are fully informed of all transportation services, including transportation to the school of origin, and are assistance in access transportation to the school selected in accordance with the best interest determination.</p> <p>The LEA must demonstrate that its written internal procedures include all required elements to <u>expeditiously</u> coordinate transportation arrangements once the need has been identified or transportation requested by the parent, guardian, caregiver, or youth to remove barriers to the attendance and academic success by ensuring there is no disruption to the students' education.</p>	<ul style="list-style-type: none"> Transportation for Students Experiencing Homelessness - Reference Sheet <ul style="list-style-type: none"> The above reference sheet contains links to multiple sample documents ADE Transportation Best Practice Guidance Document ADE Transportation Request Sample Form ADE Transportation Route Details Sample Form ADE Transportation Agreement Sample Form ADE Bus Pass Agreement Sample Form ADE Transportation Non-Usage Notification Letter Samples <ul style="list-style-type: none"> 3rd Occurrence Letter Sample 5th Occurrence Letter Sample 10th Occurrence Letter Sample Transportation Action Planning Tool McKinney-Vento Law into Practice Brief Series: Transporting Children and Youth Experiencing Homelessness

Success Criteria & Evaluation

- ☐ **Who in the LEA is responsible and what is the process for internal coordination of transportation?**
 - ☐ Coordination of transportation is initiated by the request of a parent, guardian, caregiver, or youth and/or when transportation has been determined to be a barrier for a McKinney-Vento student to fully participate in school, including extracurricular activities
 - ☐ **The McKinney-Vento Homeless Liaison collects pertinent information to expeditiously coordinate, route, and determine the most appropriate mode of transportation (i.e., bus route, vendor, bus passes, gas cards, mileage reimbursement, etc.)**
 - Considerations must include the following:
 - The primary nighttime residence of the parent, guardian, caregiver, or youth (i.e., shelter protected address, sleeping in vehicle, etc.)
 - Safety, viability, and most logical transportation options
 - Needs of the parent, guardian, caregiver, or youth to not create a barrier to the student arriving to school on time or cause an undue burden on the parent, guardian, or student
 - Student-specific needs, such as the following:
 - IDEA
 - Student's age

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- Emergency contacts
- Before/After-school tutoring/enrichment
- Daycare attendance
- Community-based organization (CBO) programming (i.e., Boys & Girls Club, etc.)
- The McKinney-Vento Homeless Liaison consults with other pertinent stakeholders supporting the parent, guardian, caregiver, or youth, such as the following:
 - Special education (confirm related service requirements within IEP)
 - School-site staff to identify the time a student can be on campus
 - Extracurricular staff (i.e., band, sports, clubs, tutoring, etc.)
 - Shelter staff to verify if a student can be left alone at the end of the day
- Modes of transportation include the following:
 - Bus/van
 - Vendor
 - Bus pass
 - Mileage reimbursement
 - Gas card, etc.

□ The McKinney-Vento Homeless Liaison notifies and provides pertinent information to the LEA's internal transportation department to initiate the coordination of transportation

- The McKinney-Vento Homeless Liaison may submit the LEA's official transportation request form to initiate the coordination of transportation
- The LEA's internal transportation department confirms receipt of the transportation request submitted by the McKinney-Vento Homeless Liaison
- The LEA's specific steps required to expeditiously coordinate each mode of transportation (i.e., bus route, vendor, bus passes, gas cards, mileage reimbursement, etc.) are included in the LEA's transportation procedures

□ Once the LEA's transportation department establishes the transportation routes, the McKinney-Vento Homeless Liaison is updated on the details about pick-up/drop-off locations and schedules.

□ The McKinney-Vento Homeless Liaison or another LEA staff member provides the routing details and schedule to the parent, guardian, caregiver, or youth, as well as other pertinent stakeholders

- Stakeholders include the following:
 - Parent, guardian, caregiver, or youth
 - Pertinent LEA staff
 - Pertinent community-based organization (CBO) staff, if applicable (i.e., daycare or before/after school programming)
- Modes of transportation include the following:
 - Bus/van
 - Vendor
 - Bus pass
 - Mileage reimbursement
 - Gas card, etc.
- Communication methods include the following:
 - Send home with student

- Text
- Email (electronic acknowledgement)
- Verbal agreement, and McKinney-Vento Homeless Liaison documents and sends a copy to the parent, guardian, caregiver, or youth
- Confirmation that the routing details and transportation agreement specific to the agreed mode of transportation were provided to the parent, guardian, caregiver, or youth are logged by the LEA's McKinney-Vento Homeless Liaison
 - If the transportation agreement is returned and accepted, it is logged by the LEA's McKinney-Vento Homeless Liaison

2. ☐ Who in the LEA is responsible and what is the process for requesting shared transportation?

☐ **Coordination of transportation is initiated by the request of a parent, guardian, caregiver, or youth and/or when transportation has been determined to be a barrier for a McKinney-Vento student to fully participate in school, including extracurricular activities.**

☐ **The LEA's McKinney-Vento Homeless Liaison collects pertinent information to expeditiously coordinate, route, and determine the most appropriate mode of transportation (i.e., bus route, vendor, bus passes, gas cards, mileage reimbursement, etc.)**

- Considerations must include the following:
 - The primary nighttime residence of the parent, guardian, caregiver, or youth (i.e., shelter protected address, sleeping in vehicle, etc.)
 - Safety, viability, and most logical transportation options
 - Needs of the parent, guardian, caregiver, or youth to not create a barrier to the student arriving to school on time or cause an undue burden on the parent, guardian, or student
 - Student-specific needs, such as the following:
 - IDEA
 - Student's age
 - Emergency contacts
 - Before/After-school tutoring/enrichment
 - Daycare attendance
 - Community-based organization (CBO) programming (i.e., Boys & Girls Club, etc.)
 - The McKinney-Vento Homeless Liaison consults with other pertinent stakeholders supporting the parent, guardian, caregiver, or youth, such as the following:
 - Special education (confirm related service requirements within IEP)
 - School-site staff to identify the time a student can be on campus
 - Extracurricular staff (i.e., band, sports, clubs, tutoring, etc.)
 - Shelter staff to verify if a student can be left alone at the end of the day
 - Modes of transportation include the following:
 - Bus/van
 - Vendor
 - Bus pass
 - Mileage reimbursement
 - Gas card, etc.

☐ **The LEA's McKinney-Vento Homeless Liaison notifies and provides pertinent information to the LEA's internal transportation department to initiate the coordination of transportation**

- The McKinney-Vento Homeless Liaison may submit the LEA's official transportation request form to initiate the coordination of transportation

- The LEA's internal transportation department confirms receipt of the transportation request submitted by the McKinney-Vento Homeless Liaison
- The LEA's specific steps required to expeditiously coordinate each mode of transportation (i.e., bus route, vendor, bus passes, gas cards, mileage reimbursement, etc.) are included in the LEA's transportation procedures

□ The LEA's McKinney-Vento Homeless Liaison or another LEA staff member sends the LEA's official shared transportation request form to the McKinney-Vento Homeless Liaison or transportation department of the other LEA, providing the student's information, transportation need, and proposed coordination plan

- The LEA serving the area in which the eligible student is living is required to share the responsibility and costs of providing transportation to the student's school of origin

□ Once the transportation routing has been completed by both LEAs, the LEA's McKinney-Vento Homeless Liaison or another LEA staff member provides the routing details and schedule to the parent, guardian, caregiver, or youth, as well as other pertinent stakeholders

- Stakeholders include the following:
 - Parent, guardian, caregiver, or youth
 - Pertinent LEA staff
 - Pertinent community-based organization (CBO) staff, if applicable (i.e., daycare or before/after school programming)
- Modes of transportation include the following:
 - Bus/van
 - Vendor
 - Bus pass
 - Mileage reimbursement
 - Gas card, etc.
- Communication methods include the following:
 - Send home with student
 - Text
 - Email (electronic acknowledgement)
 - Verbal agreement, and McKinney-Vento Homeless Liaison documents and sends a copy to the parent, guardian, caregiver, or youth
- The LEA's McKinney-Vento Homeless Liaison updates and maintains the official shared transportation request to include details about pick-up/drop-off locations, schedules, and cost-sharing arrangements once the transportation routing has been completed by both LEAs
- Confirmation that the routing details and transportation agreement specific to the agreed mode of transportation were provided to the parent, guardian, caregiver, or youth are logged by the LEA's McKinney-Vento Homeless Liaison
 - If the transportation agreement is returned and accepted, it is logged by the LEA's McKinney-Vento Homeless Liaison

□ The LEA provides transportation for the student pending a shared transportation agreement being established with the sharing LEA

3. □ Who in the LEA is responsible and what is the process for responding to a shared transportation request? - ONLY APPLIES TO PUBLIC SCHOOL DISTRICTS, NOT CHARTERS

□ Upon receiving the request to share transportation from the LEA of the school of origin, the LEA's McKinney-Vento Homeless Liaison (1) sends acknowledgement of the request and (2) transportation coordination timeline to the requesting LEA

- The LEA serving the area in which the eligible student is living is required to share the responsibility and costs of providing transportation to the student's school of origin

- **The LEA's McKinney-Vento Homeless Liaison provides the request to share transportation with the LEA's transportation coordinator to determine viable options to accommodate the request, such as consideration of existing routes, schedules, resources, and other requirements**
 - Considerations must include the following:
 - The primary nighttime residence of the parent, guardian, caregiver, or youth (i.e., shelter protected address, sleeping in vehicle, etc.)
 - Safety, viability, and most logical transportation options
 - Needs of the parent, guardian, caregiver, or youth to not create a barrier to the student arriving to school on time or cause an undue burden on the parent, guardian, or student
 - Student-specific needs, such as the following:
 - IDEA
 - Student's age
 - Emergency contacts
 - Before/After-school tutoring/enrichment
 - Daycare attendance
 - Community-based organization (CBO) programming (i.e., Boys & Girls Club, etc.)
 - The McKinney-Vento Homeless Liaison consults with other pertinent stakeholders supporting the parent, guardian, caregiver, or youth, such as the following:
 - Special education (confirm related service requirements within IEP)
 - School-site staff to identify the time a student can be on campus
 - Extracurricular staff (i.e., band, sports, clubs, tutoring, etc.)
 - Shelter staff to verify if a student can be left alone at the end of the day
 - Modes of transportation include the following:
 - Bus/van
 - Vendor
 - Bus pass
 - Mileage reimbursement
 - Gas card, etc.
- **Once the LEA has satisfied its transportation responsibilities per the shared transportation agreement, the LEA's McKinney-Vento Homeless Liaison or another LEA staff member communicates the established transportation plan with the McKinney-Vento Homeless Liaison of the requesting LEA**
 - Once the two LEAs agree upon the mode and coordination of transportation to ensure that safety, student-centered factors, and needs of the parent, guardian, caregiver, or youth are met, the LEAs must also agree to how the cost of transportation is to be apportioned
 - If the LEAs are unable to agree upon such a method, the responsibility and costs for transportation shall be shared equally
 - The LEA of the school of origin is responsible for communicating the routing details and transportation agreements to the parent, guardian, caregiver, or youth
 - The McKinney-Vento Homeless Liaison, who is not from the student's school of origin should not communicate with the parent, guardian, caretaker, or youth from the LEA requesting to share transportation
 - Once the transportation routing has been completed by both LEAs, the LEA's McKinney-Vento Homeless Liaison updates and maintains a copy of the finalized official shared transportation request include details about pick-up/drop-off locations, schedules, and cost-sharing arrangements

- The LEA's McKinney-Vento Homeless Liaison updates and maintains a copy of the finalized official shared transportation request including details about pick-up/drop-off locations, schedules, and cost-sharing arrangements