



Arizona Homeless Education Program

McKinney-Vento in Practice for
New Liaisons
August 2025

Housekeeping Items

- If you have questions throughout today's session, please share them in the following ways:
 - Enter simple questions into the Q&A feature or type them into the chat.
 - Email homeless@azed.gov with any LEA-specific questions.
- Today's session is being recorded. The recording and presentation slides will be emailed to registrants after the training and posted on the [Arizona Homeless Education Program website](#).
- All resources referenced in this training have been shared with LEA McKinney-Vento Homeless Liaisons and can be accessed on the [Arizona Homeless Education Program website](#).
- AI note-taking and other tools are not permitted in ADE sessions.

Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

Arizona Homeless Education Program

The mission of the Arizona Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento Homeless Assistance Act.

Mission Statements





Meet the Team



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

**Homeless Education
Program**

**Homeless, Foster Care,
and Refugee Student
Support**



Rita Rodriguez
*Homeless Education
Program
Coordinator*



Marisa Peña
*Refugee Student
Support – Lead
Program Specialist*



Jan Brite
*Homeless Education
Program Grants
Specialist*



Gary Waiyaki
*Homeless Education
Program Data &
Monitoring Specialist*

Arizona Homeless Education Program





Today's Session

Common Acronyms and Terms

DOE Department of Education	ADE Arizona Department of Education	HCY Homeless Children and Youth	SIS student information system	BID best interest determination
SEA State Education Agency	HEP Homeless Education Program	UHY Unaccompanied Homeless Youth	TA technical assistance	NCHE National Center for Homeless Education
LEA local educational agency	McKinney-Vento Homeless Liaison of Record Site-Based McKinney-Vento Homeless Liaison		SHC SchoolHouse Connection	CBO community-based organization



Share

How long have you been a McKinney-Vento Homeless Liaison?

**Answer in
the pop-
up poll!**

Objective

McKinney- Vento Homeless Liaisons will...

- become familiarized with their **roles, responsibilities, and requirements** as detailed in the McKinney-Vento Act, and
- learn how to access pertinent **tools** and **resources** to build and maintain a robust Homeless Education Program at their LEA

Agenda

- The Ten Legal Duties of the McKinney-Vento Homeless Liaison
 - Identify and Enroll
 - Coordination of Services
 - Dispute Resolution
 - Awareness
- Requirements of Arizona McKinney-Vento Homeless Liaisons
- Resources for Arizona McKinney-Vento Homeless Liaisons
- Optional Office Hour

Resources Utilized to Develop Today's Session

Bookmark these tools!



SchoolHouse
Connection

- [NCHE's Local Homeless Education Liaisons: Understanding Their Role Brief](#)
- [SchoolHouse Connection's Essential Tools and Support for New Liaisons](#)
- [SchoolHouse Connection's Calendar of Events](#)
- [SchoolHouse Connection's Assessing the Capacity of LEA McKinney-Vento Liaisons](#)

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

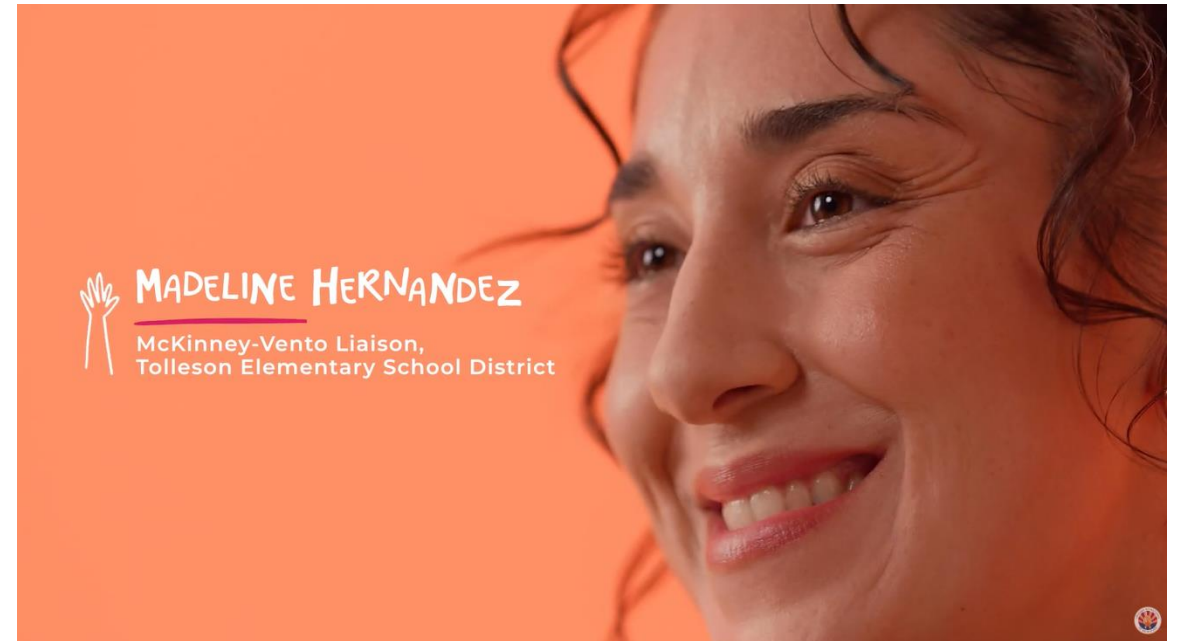
1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.

The Ten Legal Duties of the McKinney- Vento Homeless Liaison



- Responsibilities of the McKinney-Vento Homeless Liaison
- Statutory Citation, Stakeholders, & Requirements of each of the Ten Legal Duties

Listen to a few of Arizona's McKinney-Vento Homeless Liaisons talk about their LEA's Homeless Education Programs



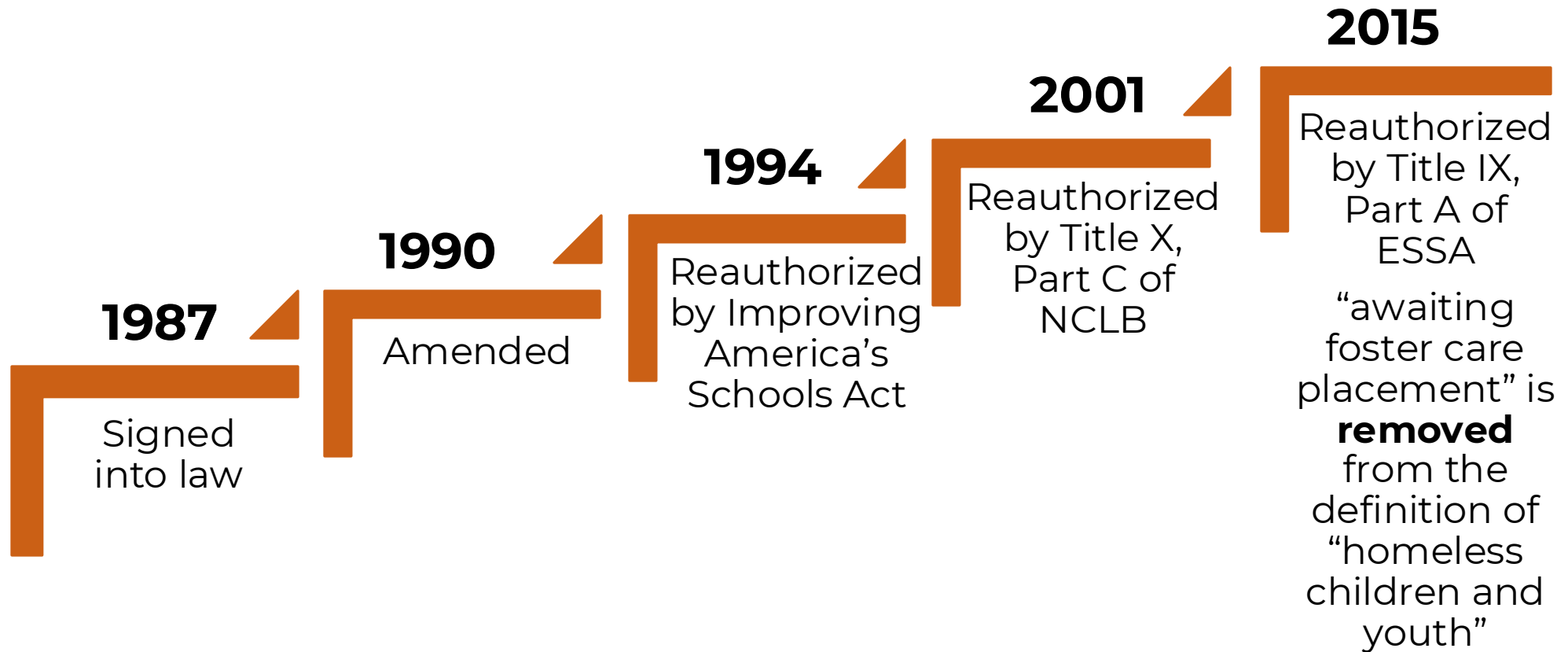
Grounded in Purpose

Deeply understanding all requirements within the McKinney-Vento Act is essential for developing and maintaining your LEA's Homeless Education Program.

Strong programs...

- Are prepared for ESEA and Arizona HEP programmatic monitoring
- Respond quickly and effectively to technical assistance related requests
- Gather data that is used to inform improvements to programming and supports for students, like opportunities for grant funding, and removing barriers
- **Ensure positive outcomes for students and families experiencing homelessness**

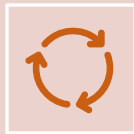
McKinney-Vento Act History



McKinney-Vento 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?

Common Qualifying Living Situations

Sheltered

- Shelters
- Transitional or other housing programs that meet the shelter criteria

Unsheltered

- Abandoned buildings
- Campgrounds, parks, vehicles
- Inadequate housing structures (no electricity, running water, code compliance issues)

Hotel / Motel

- Temporary housing in hotel or motel

Doubled-Up

- Sharing housing with friends or family due to loss of housing, economic hardship, or similar reason.
- Typically not of mutual interest.

Unaccompanied

- A homeless child or youth not in the physical custody of a parent or guardian.
- This includes when a student is with a family member, but that person is not their legal guardian.

Migratory children may qualify as homeless for the purposes of this subtitle if the child or youth is living in circumstances described.

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.

Identify and Enroll



- 1. Identification
- 2. Enrollment
- 3. Identification of young children and referrals to early childhood programs
- 10. Unaccompanied Homeless Youth (UHY)

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

homeless children and **youth** are **identified** by school personnel through **outreach** and **coordination** activities with other entities and agencies;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(i\)](#)

1.

Identification



“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

homeless children and youths are **enrolled** in, and have a **full and equal opportunity to succeed** in, schools of that local educational agency;.”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(ii\)](#)

2.

Enrollment



“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through **Head Start programs** (including Early Head Start programs) under the Head Start Act, **early intervention services** under part C of the Individuals with Disabilities Education Act, and other **preschool programs administered by the local educational agency;**”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(iii\)](#)

3.

Identification
of young
children and
referrals to
early
childhood
programs



10.

Unaccompanied Homeless Youth

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

unaccompanied youths—

(I) are **enrolled** in school;

(II) have **opportunities to meet the same challenging State academic standards** as the State establishes for other children and youth, including through implementation of the procedures under paragraph (1)(F)(ii); and

(III) are **informed of their status as independent** students under section 1087w of title 20 and that the youths may obtain **assistance from the local educational agency liaison** to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 1090 of title 20.”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(x\)](#)



“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.”

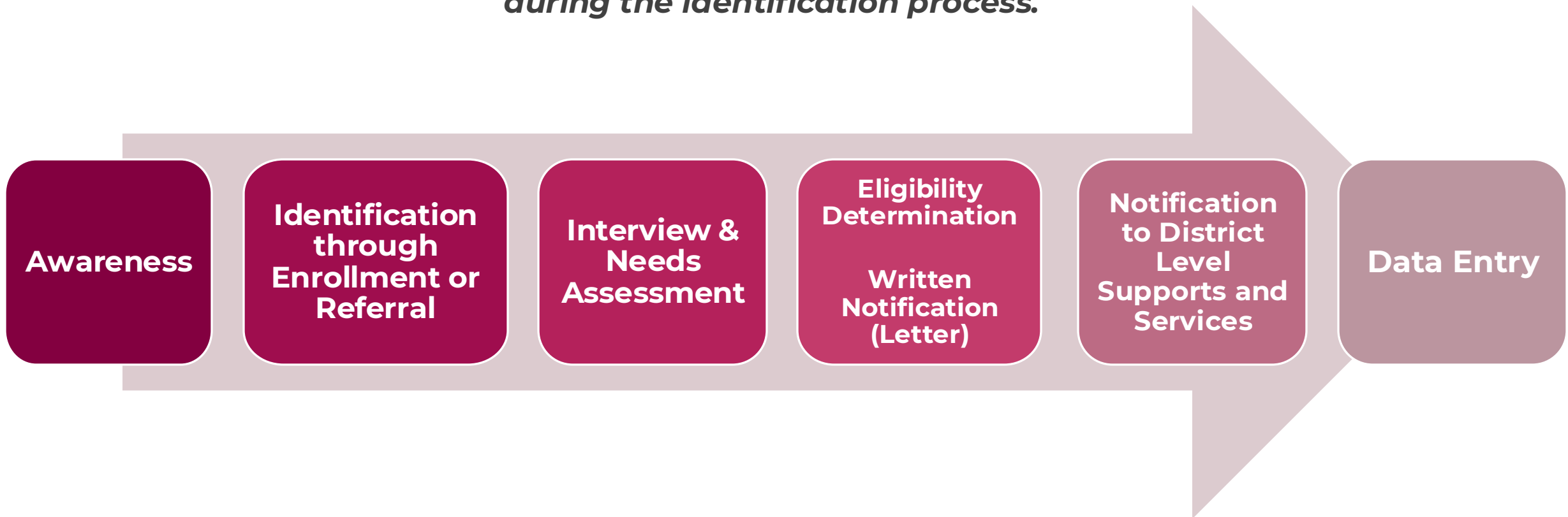
[42 U.S.C. §11432\(g\)\(1\)\(I\)](#)

Removal of Barriers




Identification Process

The Arizona HEP provides the following guidance to support the progression and steps during the identification process.



Student Residency Questionnaire

 **Homeless Education** **Arizona Student Residency Questionnaire**

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attended: _____ Current grade: _____ Birth date: _____

Do you have additional children attending school in our district? Yes No

Do you have children of the preschool age? Yes No

Please provide information about additional children attending school in our district or of preschool age.

Last Name	First Name	Grade	School	District

Address of where the student slept last night: _____

Is this address based on a temporary living arrangement due to the loss of housing? Yes No
(Examples: sharing the housing with others due to economic hardship or similar reason; hotel/motel; shelter; transitional housing; car park; campsite; and inadequate housing, including no running water, electricity, or adequate space)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.

Arizona Student Residency Questionnaire, 8/2024

The Arizona HEP **requires** the **use** of the [Arizona Student Residency Questionnaire \(SRQ\)](#)

- The SRQ must be **provided** at **any time enrollment is requested**.
- **Completion** of the SRQ **may not be required nor a prerequisite** for consideration of review for of eligibility or confirmation of eligibility.
- **Upon indication** of homelessness, all potentially eligible students are to be **immediately enrolled**.
- The **SRQ** must be **accompanied** by the **Rights of Homeless Students**.

The Educational Rights of Homeless Children and Youths



The Educational Rights of Homeless Children and Youths

The LEA/Charter District shall provide an dignity and respect. Every homeless student appropriate educational opportunities as the educational rights of homeless children services, programs, and activities provided

McKinney-Vento Definition of Homeless
The term "homeless children and youth and adequate nighttime residence" [42 U.S.C. §11432(g)(3)(A), 42 U.S.C. §11432(g)(3)(B) and 42 U.S.C. §11432(g)(3)(i)].

A student may be considered eligible for McKinney-Vento Homeless Assistance Act following situations:

- sharing the housing of other persons, reason,
- living in motels, hotels, trailer parks or alternative adequate accommodations
- living in emergency or transitional housing
- have a primary nighttime residence that is not a regular sleeping quarters designed for or ordinarily used as human beings,
- living in cars, parks, public spaces, bus or train stations, or similar settings
- is a migratory child who qualifies as a homeless child or youth if the children are living in circumstances that make them homeless

To remove educational barriers for children and youths experiencing homelessness, the McKinney-Vento Act mandates the following: **Immediate Enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school [42 U.S.C. §11432(g)(3)(C)].

School Selection and Maintained Enrollment: McKinney-Vento eligible students have a right to select from the options outlined below. Students may remain enrolled in their selected schools for the duration of homelessness, and until the end of the academic year upon which they are permanently housed or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend. [42 U.S.C. §11432(g)(3)(A), 42 U.S.C. §11432(g)(3)(B) and 42 U.S.C. §11432(g)(3)(i)].

School of Origin	School of Residency
The school the student attended when permanently housed	The school in the attendance area in which the student currently resides
The school in which the student was last enrolled	

Transportation Services: McKinney-Vento eligible students attending their School of Origin have a right to transportation to and from the School of Origin [42 U.S.C. §11432(g)(1)(J)(iii)].

Participation in Programs: McKinney-Vento eligible students are guaranteed the right to services comparable to services offered to other students in the school [42 U.S.C. §11432(g)(4) & (6)(iii)].

Unaccompanied Youth Experiencing Homelessness: McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship [42 U.S.C. §11432(g)(1)(H)(iv)].

Access to Extracurricular Activities: Removal of barriers to accessing academic and extracurricular activities for homeless students who meet relevant eligibility criteria [42 U.S.C. §11432(g)(1)(F)(iii)].

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district [42 U.S.C. §11432(g)(3)(E)].

Appointment of a Local Homeless Liaison: The McKinney-Vento Act mandates the appointment of a local Homeless Liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are enrolled in and have a full and equal opportunity to succeed in school [42 U.S.C. §11432(g)(1)(J)(ii) and U.S.C. §11432(g)(6)(A)].

For more information, refer to [Arizona Department of Education, Homeless Education, 42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths, and the AZ State ESSA Plan](#). You may also contact:


LEA Homeless Liaison LEA Name LEA Homeless Liaison Office Address LEA Homeless Liaison Phone Number LEA Homeless Liaison Email address	State Homeless Education Program Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 Homeless@azed.gov
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When should the Educational Rights of Homeless Children and Youths be shared?

- At the time any child or youth **seeks** enrollment (re-enrollment) and at least **twice annually**;
- **Anytime** a McKinney-Vento **Eligibility Determination** is made;
- **Anytime** a **school enrollment** decision is made;
- During training with school district personnel and community partners; and

Guidance and Required Forms



Homeless Education

Guidance for Utilizing the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths

As outlined in the [Arizona ESEA Consolidated State Plan](#), local education agencies (LEAs), including charters, in the State of Arizona are **required** to utilize the [Arizona Student Residency Questionnaire](#) and [The Educational Rights of Homeless Children and Youths](#). Please reference the following guidance to ensure compliance with statutory requirements when developing these required documents.

Requirements to Ensure Statutory Compliance when Developing Required Documents


- LEAs must convert the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths documents into an editable format to make required modifications. Please reference the [Instructions for Converting Sample Documents for LEA Use](#) resource for assistance with this process.
- LEA modifications to the Arizona Student Residency Questionnaire must follow the following guidelines:**
 - Replace the Arizona Department of Education Homeless Education logo with the LEA's logo.
 - Add any additional questions that may enhance the LEA's ability to identify students experiencing homelessness.
 - Add any additional information that may be pertinent for individuals completing this form to be aware of.
 - Do **NOT** modify or remove any existing questions, information, or elements.
- LEA modifications to The Educational Rights of Homeless Children and Youths must follow the following guidelines:**
 - LEAs may **NOT** omit or withhold access to information about **all** of the rights as outlined in the McKinney-Vento Homeless Assistance Act. The Educational Rights of Homeless Children and Youths resource was developed to include information about all of the rights within the law, therefore LEAs may **NOT** omit any of the information included.
 - Fill in all information requested for the LEA Homeless Liaison in the designated space. Do **NOT** remove the State Homeless Education Program Coordinator information.

Statutory Requirements

- Provision of both the Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths is required at any time enrollment is requested and twice annually ([42 U.S.C. § 11432 \(g\)\(3\)](#)).
- LEAs may not require completion of the Student Residency Questionnaire for enrollment or eligibility determinations, as doing so may impose a barrier to the identification, immediate enrollment, and retention of students experiencing homelessness ([42 U.S.C. § 11432 \(g\)\(1\)\(i\)](#)).
- Parents, guardians, caregivers, and youth must be provided the opportunity to complete the Student Residency Questionnaire and access the accompanying Educational Rights of Homeless Children and Youths at any point in the year ([42 U.S.C. § 11432 \(g\)\(1\)\(i\)](#)).

Guidance for Utilizing the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths, 8/2024

1



Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attended: _____ Current grade: _____ Birth date: _____

Do you have additional children attending school in our district? Yes No

Do you have children of the preschool age? Yes No

Please provide information about additional children attending school in our district or of preschool age.

Last Name	First Name	Grade	School	District


Address of where the student slept last night: _____

Is this address based on a temporary living arrangement due to the loss of housing? Yes No
(Examples: sharing the housing with others due to economic hardship or similar reason; hotel/motel; shelter; transitional housing; car; park; campsite; and inadequate housing, including no running water, electricity, or adequate space)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.

Arizona Student Residency Questionnaire, 8/2024

1



Homeless Education

The Educational Rights of Homeless Children and Youths

The LEA/Charter District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:
The term "homeless children and youth"— means individuals who lack a fixed, regular, and adequate nighttime residence [42 U.S.C. § 11434a(2)].

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,
- living in emergency or transitional shelters; or are abandoned in hospitals,
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Educational Rights of Homeless Children and Youths, 8/2024

1

Early Childhood



Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attended: _____ Current grade: _____ Birth date: _____

Do you have additional children attending school in our district? Yes No

Do you have children of the preschool age? Yes No

Please provide information about additional children attending school in our district or of preschool age.

Last Name	First Name	Grade	School	District

Address of where the student slept last night: _____

Is this address based on a temporary living arrangement due to the loss of housing? Yes No
(Examples: sharing the housing with others due to economic hardship or similar reason; hotel/motel; shelter; transitional housing; car; park; campsite; and inadequate housing, including no running water, electricity, or adequate space)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.


Arizona Student Residency Questionnaire, 8/2024

Date received by Homeless Liaison

REQUIREMENTS

- Review the response on the Arizona Student Residency Questionnaire. *“Do you have children of the preschool age?”*
- Develop partnerships with your local early childhood development providers .
- Provide McKinney-Vento training for early childhood partners.
- Establish MOUs with local early childhood development providers to help facilitate referrals and enrollment

Unaccompanied Homeless Youth (UHY)



Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual coming to school: _____

Your telephone number: _____

Student name: _____

Last school attended: _____

Do you have additional children? Yes No

Do you have children of other parents? Yes No

Please provide information about where the student is staying:

Last Name	

Address of where the student is staying (Examples: sharing the house, park, campsite, and inadequate housing): _____

NOTE: If you checked "Yes", please continue.

Section B

Name of the parent/guardian/adult caring for the student: _____

Relationship to the student: _____

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship? Yes No

Please place an "X" in each box that best describes where the student sleeps at night.

In a place that does not have windows, doors, running water, heat, electricity, or overcrowded

Staying with a friend or relative because of loss of housing, economic hardship, or similar reason (Example: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)

What date did you begin staying here? _____

In a shelter/transitional housing program (name of agency): _____

What date did you begin staying here? _____

In an unsheltered location (e.g. tent, vehicle, abandoned building, streets, campground, park, bus/train station, or similar place)

Provide the main cross streets of this unsheltered location: _____

In a hotel/motel (name of hotel/motel & address) _____

What date did you begin staying here? _____

With an adult that is not a parent or court appointed legal guardian

Alone, not in the care of a parent or court appointed legal guardian

None of the above (Please explain): _____

The following signature certifies that the information provided above is accurate. False claims about living situations may affect enrollment.

Signature of Person Providing Information _____ Date _____
Parent/Legal guardian/Caregiver/Student

For School Use Only

Please note, the student's cumulative file should not include a copy of this form. Do not make copies of this form. If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____


Please check the housing types that apply:

Sheltered Doubled-up Unsheltered/FEMA/Substandard Hotel/Motel

Unaccompanied youth: Yes No Transportation to school of origin needed: Yes No

Date received by Homeless Liaison _____

Arizona Student Residency Questionnaire, 8/2024 2



Homeless Education

ADE Caregiver's Authorization Affidavit (Sample Form)

The information on this form is required to meet The Education for Homeless Children and Youth (EHCY) program, authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), also known as the McKinney-Vento Act. There are situations when a child or youth who is homeless may not be able to reside with their parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education. This form is not a legal document and solely for school contact only.

The adult "caregiver" requesting enrollment for a minor student presenting him/herself for enrollment and educational services while not in the physical custody of a parent or legal guardian shall complete this form.

By signing below, I acknowledge the following:

- I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor student named below, who is unaccompanied by a parent or legal guardian.
- I agree to make a good faith effort to encourage the minor student named below to attend school.
- I will attempt to contact the school office if I become aware that the minor student named below will not be attending school on that day(s) and share whether the absence is with or without my approval.
- I have provided the school district with proof of my residence and personal identification.
- I understand that signing this document does not make me the legal guardian of the minor student listed below or make me financially responsible for the minor student, even if I am providing financial support to the student.
- I understand that I may choose to make educational decisions on behalf of the minor and in all other ways stand in for the authorizing party with respect to federal, state and district educational policy, including, but not limited to, accessing the minor's educational records, representing the minor in enrollment, disciplinary, curricular, special education or other matters, signing permission slips for school activities, and any other decision that facilitates the minor's educational experience.

Student Information

Name of the minor student: _____ Date of birth: _____

Last school or district the student attended: _____

Caregiver Information

Name: _____ Date of birth: _____

Home address: _____

Telephone number(s): _____ Email address: _____

General Information

Please check one and provide additional information if it is available:

The student is staying at my home address, as listed above.

The student is staying at the following location: _____

Please check any that apply:

While I am currently helping with the care of the minor student, I do not wish to assist school officials with making education-related decisions.

I have notified the parent(s) or other person(s) having legal guardianship of the minor of my intent to assist school officials with making education-related decisions in the best interest of the student and have received no objection.

Please provide the name and phone number for the parent: _____

I am unable to contact the parent(s) or legal guardian(s).

Caregiver Signature: _____ Date: _____

For School Use Only

This form should accompany the Student Residency Questionnaire. Send the original forms to the LEA Homeless Liaison. The student's cumulative file should not include a copy of this form and you should not make copies under any circumstances.

Name of school site personnel who enrolled the student: _____

Revised 8/2023

REQUIREMENTS

- Review the check-boxes on the Arizona Student Residency Questionnaire: *"With an adult that is not a parent or court appointed guardian"* and *"Alone, not in the care of a parent or court appointed legal guardian"*
- Develop a written internal plan to ensure the timely identification of unaccompanied youth experiencing homelessness.
- Implement the use of the [Caregiver's Authorization Affidavit](#) for situations when the child or youth is residing with someone other than their parent or legal guardian.
- Develop a written internal plan to address barriers that may present as youth that are living on their own without a parent or guardian to ensure the remove of barriers to enrollment.
- Establish procedures with school counselors to support youth in college and career readiness, as well as FAFSA completion.



Proof of
Residence



Birth
Certificate



Immunizations



School
Records



Proof of
Guardianship

IMMEDIATE ENROLLMENT & BARRIERS REMOVED



Share Your Knowledge

What is the most **useful tool** or **practice** you have utilized to support your ability to **identify** students experiencing homelessness?

**Answer in
the chat!**

Coordination of Services



- 4. Community Referrals
- 5. Full Participation
- 8. Transportation



**SchoolHouse
Connection**

Karen Rice

Senior Program Manager, Education Initiatives
SchoolHouse Connection

www.schoolhouseconnection.org



STORYTELLING STRATEGIES FOR LIAISONS

serving children and
youth experiencing
homelessness



With **Karen Rice**
Senior Program Manager, Education Initiatives
SchoolHouse Connection

Identification & Eligibility Interview Questions & Checklist

Step 1 – Homeless Determination	Step 2 – Assessment of Need Planning Guide
Sections: Fixed, Regular, Adequate, & Other Considerations	Sections: Basic Supports, Educational/Academic Supports, & Additional Supports
Instructions	Instructions
<ol style="list-style-type: none">1. Conduct the interview. Take detailed notes.2. Make a determination by analyzing the student's situation as a whole.3. If the student is not determined to be homeless, complete necessary notification and documentation.4. If the student is determined to be homeless, continue to Step 2: Assessment of Need Planning Guide.	<ol style="list-style-type: none">1. Conduct the interview. Take detailed notes.2. Determine what next steps will be taken, with emphasis on addressing the high needs (H) by setting a timeline and designee responsible for addressing each need.3. Finalize documentation.

Remember, McKinney-Vento Homeless Liaisons are responsible for developing rapport and trust during the interview process, consider meeting or talking with the parent or guardian in a private space. It is important to allow families to share their story to ensure you are obtaining necessary details to make a proper determination. **Ensure they are aware of their rights and the procedure of making a homeless determination prior to beginning the interview.**

Interview Conducted By: _____ Date of Interview: _____

Persons Interviewed: _____ Relationship to Student(s): _____

Student(s) Eligible: _____

School(s) of Enrollment: _____

Find this sample document and download for use at www.azed.gov/homeless

Utilize the Identification & Eligibility Interview Questions & Checklist

- **Step 1: Homeless Determination**
 - Conduct the **interview**, take detailed **notes**, and make an **eligibility determination**.
- **Step 2: Assessment of Need Planning Guide**
 - **Assess** the student and family needs to begin **providing** and **arranging services**.

Eligibility Determination & Written Notification Letter

The image shows a sample form titled "Written Notification of McKinney-Vento Eligibility Decision (ADE Sample form)" from Homeless Education. The form includes fields for the date, parent/guardian name, and student name. It contains several checkboxes for determining eligibility, such as "The student(s) qualify for McKinney-Vento services, and it is in the best interest of the student(s) to remain in the School of Origin" and "The district will provide transportation." It also includes a section for "Other" explanations and contact information for the McKinney-Vento Homeless Liaison. The form is marked with a large "SAMPLE" watermark.

Find this sample document and download for use at www.azed.gov/homeless

LEAs are **required** to:

- **Provide** to parent, guardian or unaccompanied homeless youth **written notice** of decisions related to school selection or enrollment,
- Include a **detailed explanation** regarding the determination,
- Provide the written notice in a format that is **understandable** to the receiver and,
- Ensure information regarding the **right to appeal** is included.
- The letter is **accompanied** by the **Rights of Homeless Students**

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

homeless families and homeless children and youths receive **referrals** to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(iv\)](#)

4.

Community Referrals



Community-Based Organizations (CBOs)

**Community
Food
Pantries**

**Shelter
Providers**

**Local
Businesses
and Business
Associations
Involved in
Community
Service**

**Local
Early
Childhood
Education
Programs**

**Local Health
Professionals to
Help Meet
Dental, Medical,
and Mental
Health Needs**

**Faith-Based
Organizations**

**Post-
Secondary
Education
Institutions**

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

the parents or guardians of homeless children and youths are **informed** of the **educational** and **related opportunities** available to their children and are provided with **meaningful opportunities to participate** in the education of their children;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(v\)](#)

5.

Full Participation



Full Participation

STAKEHOLDERS

- School level administrators
- Counselors
- Academic coaches
- Career and Technical Education (CTE) coordinators
- TRIO or GEAR UP program coordinators
- Coaches and athletic directors
- Club advisors
- Supplemental learning planning committee
- Family engagement coordinators
- Cultural specialists
- Behavioral intervention specialists
- Special education staff
- Title I and other federal program personnel

REQUIREMENTS

- Create a process to help students, especially unaccompanied youth, connect with athletic programs, clubs, or other extracurricular activities.
- Establish an internal written plan to support the removal of barrier to participation when transportation presents as the barrier.
- Develop an internal written plan to ensure full participation in situations when a financial hardship is present.
- For high school students work in partnership with school counseling staff, create a process to conduct a transcript audit for students identified as experiencing homelessness to look for partial or full credits from prior schools.
- Provide training to school counselors and other LEA program staff who support college, career readiness and FAFSA completion.

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **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 the school of origin, as described in paragraph (1)(J)(iii), and is **assisted in accessing** transportation to the school that is selected under paragraph (3)(A);”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(viii\)](#)

8.

Transportation



“Each local educational agency serving homeless children and youths that receives assistance under this part shall **coordinate**—

(i) the **provision of services** under this part with local social services agencies and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.); 1 and

(ii) **transportation**, transfer of **school records**, and other **interdistrict activities**, with other local educational agencies.”

[42 U.S.C. § 11432 \(g\)\(5\)\(A\)](#)

McKinney-Vento Act

Coordination



“The McKinney-Vento Act strongly emphasizes the **importance** of **school stability** for homeless children and youths. Therefore, the McKinney-Vento Act calls for LEAs to **maintain** students in their **school** of **origin** to promote school stability and greater educational outcomes overall, **unless** it is **not** in the student’s **best interest**. LEAs 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)]

McKinney-Vento Act

Best Interest Determination (BID)



Best Interest Determination (BID) for School Placement

 **Homeless Education**

McKinney-Vento Best Interest Determination (BID) (Sample Form)

The McKinney-Vento Homeless Assistance Act requires school districts to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency area where the child(ren) currently live (school of residency may also be referred to as local area attendance school). Individuals who may be consulted when determining what placement is in the child(ren)'s best interest include the following:

- child(ren) or youth experiencing homelessness,
- parent, guardian, or caregiver of the child(ren) or youth,
- district/charter homeless liaison,
- school site personnel (e.g., counselor, social worker, SPED teacher, etc.), and
- homeless shelter personnel or other social service agency providing support to the family or student.

It is the school district's responsibility to determine the school of origin and residency, and to resolve any conflict concerning the school placement by focusing on the best interest of the child(ren). Whenever possible, the school district should comply with the wishes of the parent, guardian, caregiver, or youth. If the school district and parent, guardian, caregiver, or youth do not agree on the appropriate placement, the school district's Dispute Resolution Procedure must be followed. In such cases, the child(ren) should be enrolled in the school that the parent, guardian, caregiver, or youth has chosen until the conclusion of the resolution process (42 U.S.C. §11432 (g)(3)(B)). If the school of origin is determined to be the best placement, the local McKinney-Vento Homeless Liaisons of both the school of origin and local attendance area school must work together to arrange transportation (42 U.S.C. §11432 (g)(1)(J)(ii)).

The McKinney-Vento Homeless Assistance Act requires that a child or youth experiencing homelessness attends:

- **School of origin:** School of origin is defined as "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". Further, "when the child or youth completes the final grade level served by the school of origin, the term school of origin shall include the designated receiving school at the next grade level for all feeder schools (42 U.S.C. §11432(g)(3)(i)) or
- **Local attendance area school:** Local attendance area school is defined as "any public school that non homeless students who live in the attendance area in which the child or youth is actually living (42 U.S.C. §11432(g)(3)(A)(ii)).

Whether the child or youth will attend the school of origin or the local attendance area school, enrollment should take place immediately (42 U.S.C. §11432(g)(3)(C)).

The information collected during this process supports the agreement in determining the school enrollment in the best interest of the child or youth experiencing homelessness and will provide the input required to develop a written notification should the parent, guardian, caregiver, or youth disagree with the decision.

For additional information regarding the Best Interest Determination (BID) click here: [McKinney-Vento statute](#)

According to [Arizona's ESSA State Plan](#), McKinney-Vento Homeless Liaisons must utilize the [Best Interest Determination \(BID\) Form](#) to make school enrollment decisions when necessary. This sample form has been developed by the ADE Office of Homeless Education to assist LEAs in the procedural development and implementation of the BID to ensure school enrollment decisions are driven by the best interest of the student.

McKinney-Vento Best Interest Determination (BID) (Sample Form) Rev. 8/2023

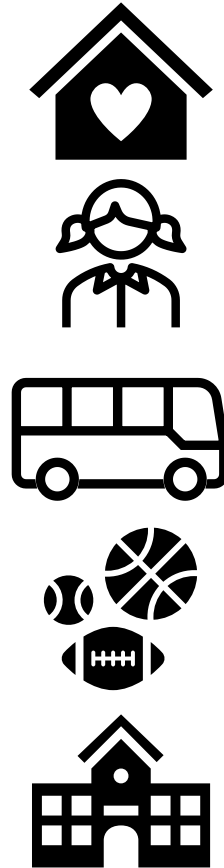
Important Information for use of the BID

- The school placement decision should be a **student-centered, individualized determination**, and LEAs must **presume** that keeping the student in the **school of origin** is in the student's best interest.
- A **sample Best Interest Determination (BID) Form** has been created for use by LEAs.
- **Written explanation** of any **decisions** related to school selection or enrollment is **required** including the **right to appeal** such decisions.
- **BIDs are not held for every eligibility determination.**

Find this sample document and download for use at www.azed.gov/homeless

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.

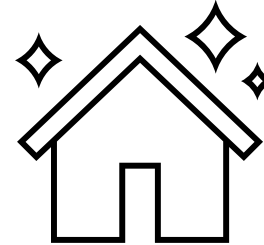
Transportation Right to School of Origin



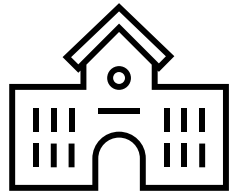
Permanent Housing



Loss of Housing



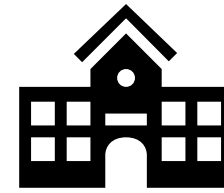
Temporary Housing



ABC School

School student was **last enrolled** when they moved into temporary housing. This is the “school of origin”.

School enrollment choices



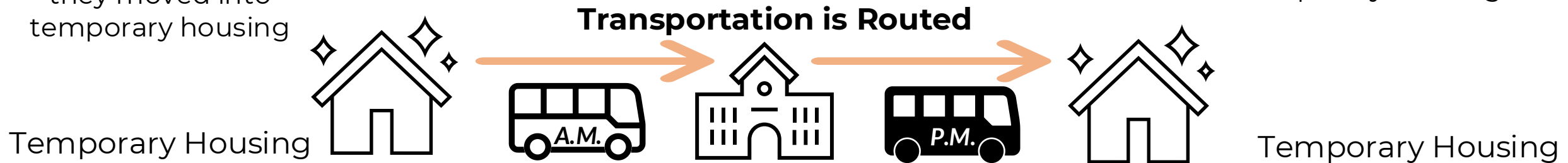
XYZ School

School in attendance area of temporary housing

School of origin is defined as “**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**”.

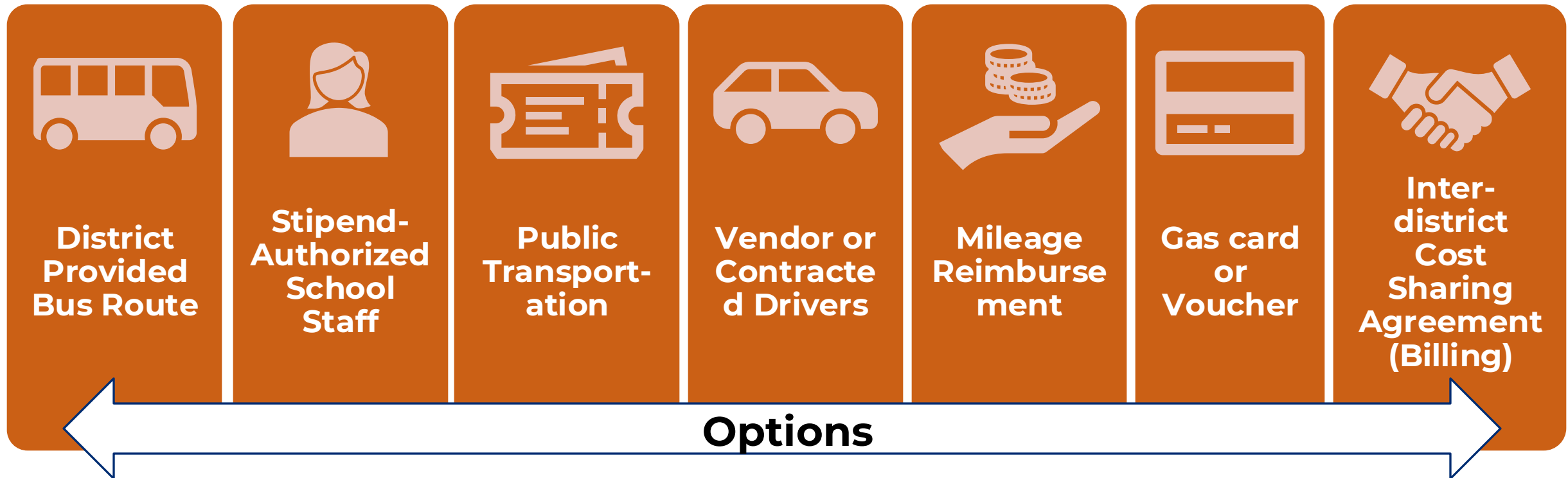
[42 USC1432\(g\)\(3\)\(l\)\(i\).](#)

Shared Transportation Coordination



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.



Dispute Resolution



- 7. Dispute Resolution

“If a **dispute** arises over eligibility, or school selection or enrollment in a school—

(iii) the parent, guardian, or unaccompanied youth shall be referred to the local educational agency **liaison** designated under paragraph (1)(J)(ii), who shall **carry out the dispute resolution process** as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and

(iv) in the case of an **unaccompanied youth**, the liaison shall ensure that the youth is **immediately enrolled** in the school in which the youth seeks enrollment pending resolution of such dispute.”

[42 U.S.C. § 11432 \(g\)\(3\)\(E\)](#)

7.

Dispute Resolution



Dispute Resolution Process

LEA Level

A. If you determine that transportation will not be provided **OR** if you offer a transportation mode that does poses a barrier to a student, the parent, guardian, or youth has a right to dispute.

LEA Level

B. If you cancel transportation without written notification and/or due process, the parent, guardian, or youth has a right to dispute.

LEA vs. LEA
at the State
Level

C. If you request shared transportation with another LEA and they refuse or neglect to respond to your request, reach out to our office first for support. If the LEA is still unwilling to coordinate, you must file a dispute to ensure the situation is resolved.

**MAINTAIN ENROLLMENT AND ENSURE FULL PARTICIPATION
(TRANSPORTATION INCLUDED)**

LEA-Level Dispute Resolution Resource

Homeless Education

LEA-Level Dispute Resolution Procedure & Form (ADE Sample)

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district, the student experiencing homelessness, and the student's parents/guardians. As detailed in the federal statute, the McKinney-Vento Homeless Liaison is responsible for implementing the requirements of the best interest determination process to select the school in which the student experiencing homelessness is to attend, as well as requirements pertaining to the dispute resolution process.

This packet is to inform you of your right and the process to file an appeal to dispute the selection of the school and services that have been arranged. Below is a list of the items included in this packet:

- Contact information for the school district's McKinney-Vento Homeless Liaison and State Coordinator.
- Timelines for resolving the LEA/Charter District and State-level appeals, along with a written step-by-step description of how to dispute the school district's decision.
- The Dispute Resolution form to be completed and returned to the McKinney-Vento Homeless Liaison (see contact information below). **Submission of this form will initiate the dispute process.**
- A copy of the Written Notification of McKinney-Vento Eligibility Decision regarding school placement, enrollment, and services.
- A copy of the Rights of Homeless Students.

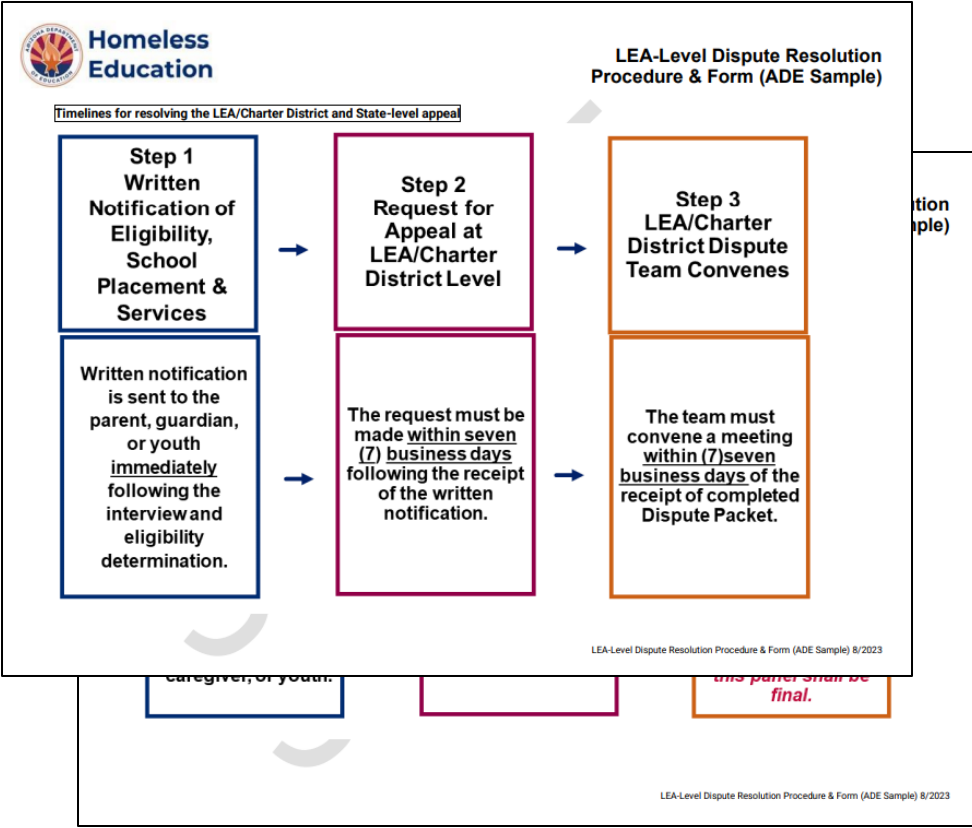
Please note that the **student has the right to enroll or remain enrolled** in the requested school pending the resolution of the dispute. Upon receipt of the dispute resolution packet, the McKinney-Vento Homeless Liaison will begin the process for review. If applicable, **transportation** must be **arranged** expeditiously.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district McKinney-Vento Homeless Liaison or the State Homeless Education Coordinator to assist you with the process.

Contact information for the LEA's/Charter District's McKinney-Vento Homeless Liaison and the State Homeless Education Program Coordinator

School District Name Physical Address	Arizona Department of Education State Homeless Education Program 1535 W. Jefferson Street Phoenix, AZ 85007
School District McKinney-Vento Homeless Liaison McKinney-Vento Homeless Liaison Name Phone Number Email Address	State Homeless Education Program Coordinator Rita Rodriguez (602) 542-4963 Homeless@azed.gov

LEA-Level Dispute Resolution Procedure & Form (ADE Sample) 8/2023



Homeless Education

LEA-Level Dispute Resolution Procedure & Form (ADE Sample)

Dispute Resolution Form

Today's Date: _____

Information About the Petitioner	
Please provide the first and last name of the individual requesting the appeal:	
What is the relationship to the student:	
Please provide a mailing address: <i>If you do not have a mailing address, please state that.</i>	
Please provide your email address: <i>If you do not have an email address, please state that.</i>	
Please provide your phone number: <i>If you do not have a phone number, please state that.</i>	

Information About the Student or Students	
Please provide the student/s information (include detailed information):	
<ul style="list-style-type: none"> Full name Date of birth Grade level Student ID 	
Student 1	
Student 2	
Student 3	
Student 4	
Student 5	

LEA-Level Dispute Resolution Procedure & Form (ADE Sample) 8/2023

Find these sample documents and download for use at www.azed.gov/homeless.

Awareness



- 6. Outreach and Awareness
- 9. Professional Development

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(vi\)](#)

6.

Outreach and Awareness



Public Notice Poster and Other Awareness Methods

Homeless Education

Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)

The LEA shall ensure that the McKinney-Vento Homeless Liaison disseminates the public notice of the Educational Rights of Homeless Children and Youth, in the schools and in the community. 42 U.S.C. §11432 (f)(6)(A)(vi)

Directions: Complete this template to document the locations where the Public Notice poster for homeless children and youth (HCY) is posted within the LEA and community-based organizations.

Type of Notice (poster, website, handbook, newsletter, other)	Location (Minimum requirement: In the schools and in the community)	Date of Posting	Who Posted (Liaison, School Staff, Etc.)
<input type="checkbox"/> Poster <input type="checkbox"/> Website <input type="checkbox"/> Parent or Student Handbook <input type="checkbox"/> Other			
<input type="checkbox"/> Poster <input type="checkbox"/> Website <input type="checkbox"/> Parent or Student Handbook <input type="checkbox"/> Other			

REQUIREMENTS

- Use the Public Notice Poster as a tool to initiate a conversation about the McKinney-Vento Act whether it's at a school site or within the community.
- Consider creative places in the community to post information, such as: laundromats, post offices, libraries, motels, grocery stores, fast food restaurants, youth centers, schools, district offices, bus stops, gas stations, shelters, food pantries, public housing offices, etc.
- Ensure the native languages of the youth and families in your district and provide outreach materials in those languages.
- Provide outreach materials in different ways, such as visual posters, QR codes with audio clips, short video clips on LEA social media, PSAs, etc.

Find this sample document and download for use at www.azed.gov/homeless

Updated Poster Coming Soon!

Types of Collaboration Through Outreach

COMPLEXITY

IMPACT

Collaboration – Working together and pooling resources

Coalition – Regular communication and sharing of resources, but each group retains control over its domain

Coordination – Combined effort on an initiative that meets the needs of both parties


Cooperation – Working together on a limited basis

Networking – Making connections with individuals or groups whose purpose is related to your mission

Required Collaborations and Outreach




Outreach and Awareness



**ARIZONA DEPARTMENT OF
EDUCATION**

**McKinney-Vento & The Educational
Rights of Homeless Children and Youth
UMOM – March 2024**

Arizona Department of Education
(602)542-4963
homeless@azed.gov

 **Homeless Education** **LEA Collaborations with Community-Based Organizations (ADE Sample)**

Directions: Use this template to keep a list of community-based organizations (CBOs) and community partners that your local education agency (LEA) Homeless Education Program (HEP) has established a partnership with.

LEA Name:		CTDS Number:	
Collaborating CBO or Partner	Activities in Place	Activities Planned	Services or Resources Provided

LEA Collaborations with Community-Based Organizations, 9/2023

Find this sample document and download for use at www.azed.gov/homeless



Share Your Knowledge

What organizations or businesses have you successfully **partnered with** or **conducted outreach** through to identify students experiencing homelessness?

**Answer in
the chat!**

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that-

school personnel providing services under this part receive **professional development** and other support;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(ix\)](#)

9.

Professional Development



LEA Professional Development

Who should receive training? ***Every employee!***

REQUIREMENTS

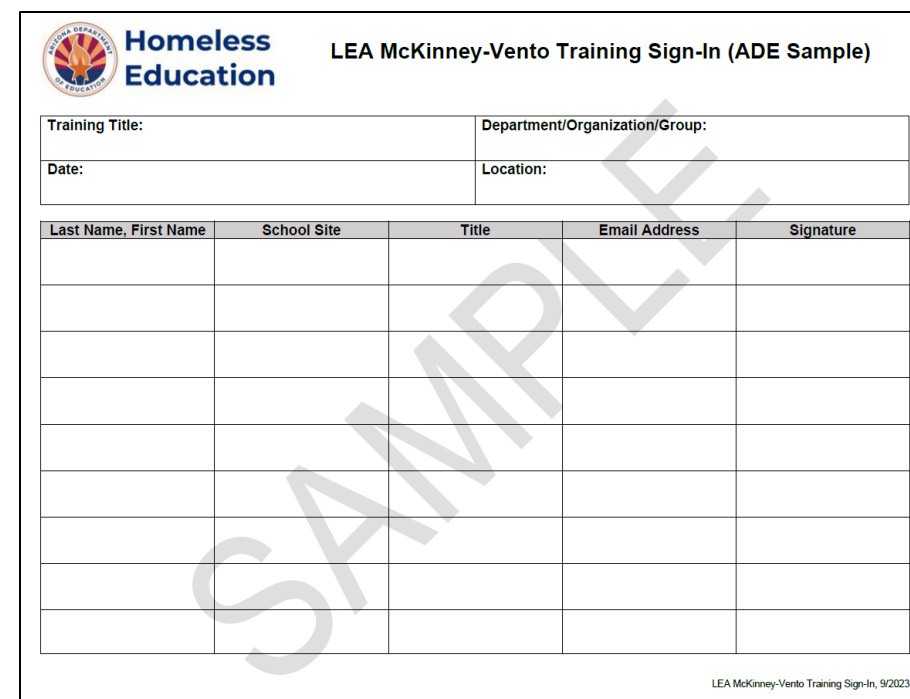
- **All LEA staff and personnel, annually**
 - **Specialized Staff:**
 - Office staff
 - Administrators
 - School Board members
 - Transportation
 - Counselors and Social Workers
 - Teachers
 - Instructional Specialists
 - Special Education personnel
 - School Nurses
 - Cafeteria staff
 - Preschool personnel
 - Security guards or SRO's
 - Paraprofessionals
 - Playground Aids
 - Crossing guards
 - Maintenance staff
 - IT/Data team
 - CTE staff
 - Afterschool program personnel
- Provide professional development and training for all school staff **at least once annually.**
 - Provide specialized training for specific departments within the LEA.
 - Provide one-on-one training or meetings with new staff hired throughout the school year.
 - Develop an internal written plan to address the referral process for staff.

Maintain Records of Training

Keeping track of provided trainings, attendees, and data such as surveys, questions, and needs are important for your program and monitoring.

Best Practices for Record Keeping

- In-Person Training – Utilize sign in sheets.
- Virtual Training – Generate a report of attendees following the training.
- Video Production – Share through a format such as Google to track who watched the video.
- Collaborate with your LEA’s professional development decision makers to coordinate a tracking system (i.e., BlackBoard).
- Provide a survey and log questions and requests to begin planning additional training.



The image shows a sample sign-in form for Homeless Education. At the top left is the Arizona Department of Education logo. To its right is the text "Homeless Education" and "LEA McKinney-Vento Training Sign-In (ADE Sample)". The form has two rows of input fields: "Training Title:" and "Department/Organization/Group:" in the first row, and "Date:" and "Location:" in the second row. Below these is a table with five columns: "Last Name, First Name", "School Site", "Title", "Email Address", and "Signature". The table has 10 empty rows for data entry. A large "SAMPLE" watermark is overlaid diagonally across the table. At the bottom right of the form, there is a small text string: "LEA McKinney-Vento Training Sign-In, 9/2023".

Find this sample document and download for use at www.azed.gov/homeless

Requirements of Arizona McKinney- Vento Homeless Liaisons



- Requirements of Arizona McKinney-Vento Homeless Liaisons
- Data Reporting Requirements and Updates
- Yearly Calendar of Events for McKinney-Vento Homeless Liaisons

Requirements of Arizona McKinney-Vento Homeless Liaisons

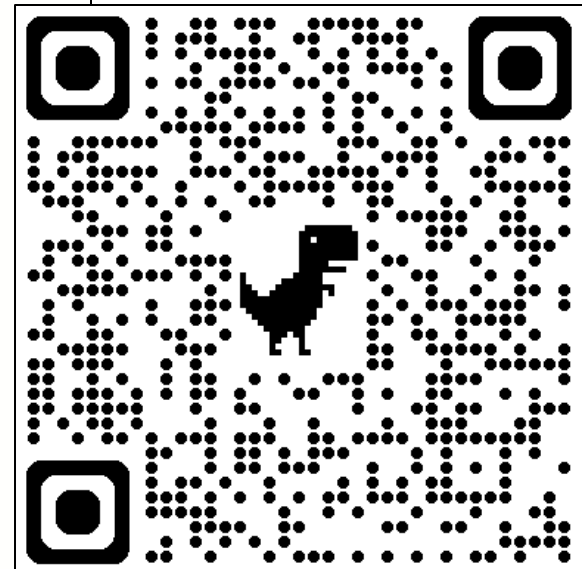
The Arizona HEP requires that McKinney-Vento Homeless Liaisons:

- Ensure provision of accurate and up-to-date contact information to be published on the [McKinney-Vento Homeless Liaison Contact List](#) by completing the appropriate forms as needed;
- Collaborate with school personnel to ensure use of the [Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths](#) to identify homeless students;
- Attend an annual minimum of **eight (8) professional learning hours**;
- Provide at minimum an **annual training** to all LEA/Charter District school staff including administrative staff;
- Assess the needs presented by the students through **locally developed informal comprehensive needs assessment** tools;
- Ensure required **student data** elements for homeless students and youth are accurately submitted; and
- Annually **develop, review, and revise policies** to increase access to educational opportunities and academic success.

Arizona McKinney-Vento Homeless Liaison Contact List

The screenshot shows the Arizona Department of Education website. At the top left is the ADE logo with the text "ARIZONA DEPARTMENT OF EDUCATION". To the right is a "Select Language" dropdown and social media icons for Facebook, LinkedIn, Instagram, Twitter, and YouTube. Below this is a navigation menu with links: "Parents", "Educators & Administrators", "Programs", "About ADE", "Data & Systems", "ADEConnect", and "Local School Board Members". A search icon is also present. The main content area has a breadcrumb trail: "Home / Homeless Education / Welcome to the Arizona Homeless Education Program". The heading reads "Welcome to the Arizona Homeless Education Program". Below the heading is a banner image with the text "YOUR CHILD DESERVES AN EDUCATION" and the ADE logo. The URL "AZED.GOV/HOMELESS" is visible in the banner. To the right of the banner is a sidebar menu with the following items: "Arizona Homeless Education Program Homepage", "McKinney-Vento Homeless Liaisons" (with a dropdown arrow), "Grant Funding" (with a dropdown arrow), "Homeless Education Program Monitoring", "Arizona Homeless Education Program Data", "Parents, Guardians, and Youth", "Community-Based Organizations", and "Transportation Requirements for Local Education Agencies". At the bottom of the page, the text "Our Governing Statute" is visible, followed by the beginning of a sentence: "The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in".

Access the contact list webpage at the QR code below!



McKinney-Vento Internal Tracking Sheet

McKinney-Vento Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY	Pending Identification	SIS Data Entry	Transportation	Written Notification Sent	Referral to CBO	EHCY or ARP Grant Funded Activity Support
07-01-2024 1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-01-2024 3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Spreadsheet or other internally-kept system to track all data about students considered for McKinney-Vento eligibility
- Managed by the McKinney-Vento Homeless Liaison of Record
- Access may be shared with other LEA staff determined necessary by the LEA
- Utilized to track critical data elements such as
 - Required AzEDS reporting elements
 - Internal coordination of services
 - Programmatic elements
 - Case management elements

Entering Data into the Student Information System



- LEAs are required to input all required data elements regularly into their student information system (SIS)
- Once data is uploaded into an LEA's SIS, the data must be synched regularly to AzEDS. This synching process will be completed overnight.
- LEAs must ensure McKinney-Vento Homeless Liaisons have the **capacity** to ensure accurate reporting of homeless children and youth into their SIS, as well as that the information is reporting accurately to AzEDS.

Tools to Ensure HCY Data Integrity

Internal Tracking Sheet

- Tracks both eligible & ineligible students, including when SIS entry was conducted for eligible students

★ HEP10 Report

- All Homeless data submitted to the Arizona Department of Education
- Pre-integrity – Live data
- Reports data immediately after submission

★ HEP72 Report

- Only Homeless data that passed all integrity rules
- Post-integrity
- Data in report is refreshed each night

★ INTEG15 Report

- Post-integrity
- Provides descriptions of why the submitted student data did not pass integrity rules
- Data in report is refreshed each night




New AzEDS Homeless Education Program Reports

To access the ADEConnect AzEDS HEP10, HEP72,
& INTEG15 reports:

- Reach out to your [LEA Entity Administrator](#)
- Request the following Roles
 - *AzEDS Data Coordinator - Support Program Reports*
 - *AzEDS Data Coordinator - Base Reports*

Visit the [Arizona Homeless Education Program Data](#) for resources related to data:

- Data reporting requirements
 - Integrity rules
 - Strategies to resolve integrity issues
- 
- A decorative graphic consisting of several thick, purple, curved dashed lines arranged in a curved path in the bottom right corner of the slide.

When does data need to be updated & verified?

LEAs should establish a process to conduct internal data integrity uploads at least once every two weeks



LEAs are required to ensure all data is updated for accurate reporting in AzEDS prior to 6/30/2026 to meet compliance

Yearly Calendar of Events for McKinney-Vento Homeless Liaisons

Arizona McKinney-Vento Homeless Liaisons Calendar of Events Highlights

August 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

EVENTS Event/Task In-depth details about an event or task. Event/Task In-depth details about an event or task. Event/Task In-depth details about an event or task.

September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

EVENTS Event/Task In-depth details about an event or task. Event/Task In-depth details about an event or task. Event/Task In-depth details about an event or task.

- **August:**

- Re-eligibility determinations for previously identified students
- Review new request for eligibility
- Establish services, including transportation
- Attend ADE HEP Professional Learning
- Bi-weekly data integrity checks and monthly uploads to AzEDS

- **September**


- Ongoing eligibility determinations
- Confirm ADE HEP contact list details
- Provide annual staff training and specialized training
- Attend ADE HEP Professional Learning
- Bi-weekly data integrity checks and monthly uploads to AzEDS

Yearly Calendar of Events for McKinney-Vento Homeless Liaisons

Include Key Programmatic Elements:

- Time to support ongoing eligibility determinations
- Arizona HEP professional learning
- CBO trainings, including shelters and other housing programs
- Meetings with other McKinney-Vento Homeless Liaisons to ensure protocols are established for shared transportation
- NAEHCY Annual Conference and other professional learning
- Data:
 - Bi-weekly data integrity checks
 - Monthly uploads to AzEDS
 - **June 30th deadline**
- Preparation for summer school
- End of year processes

McKinney-Vento School Year 2024-2025
Calendar of Events



This calendar serves as a starting point for homeless liaisons to organize the implementation of requirements, outreach, resources, and other activities to support students experiencing homelessness, offering strategies and best practices on implementing the McKinney-Vento Homeless Assistance Act throughout the school year. It is essential for each local educational agency (LEA) to regularly update and customize this calendar to suit their specific needs. Newly appointed homeless liaisons can find additional information on their roles and responsibilities by visiting SchoolHouse Connection's [dedicated webpage for new liaisons](#).

AUGUST 2024	<input type="checkbox"/> Send a housing questionnaire to all families and follow up with all families who indicate they may be eligible for McKinney-Vento services. Be sure to include a question about younger siblings or non-school-aged children in the home.
	<input type="checkbox"/> Ensure all eligible families are identified and services are set up.
SEPTEMBER 2024	<input type="checkbox"/> Provide annual staff training, including basic McKinney-Vento information and procedures for referring to the homeless liaison or building point of contact.
	<input type="checkbox"/> Connect with feeder schools to share about students experiencing homelessness. Use Student Information System (SIS) reports sent each month to review.
	<input type="checkbox"/> Connect with teachers, counselors, or other staff who may be teaching classes on social justice topics or have regular advisory or homerooms. Ask for opportunities to connect with these classes to share about homelessness in the broader community and connect with the homeless liaison or building point of contact if the student or family is in an unstable or homeless situation.

Click here to access the [McKinney-Vento School Year Calendar of Events](#) resource from SchoolHouse Connection.


“The local educational agencies will designate an appropriate staff person, **able to carry out the duties** described in paragraph (6)(A), who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths..”

[42 U.S.C. § 11432 \(g\)\(1\)\(J\)\(ii\)](#)

Liaison Capacity



Assessing the Capacity of the McKinney-Vento Homeless Liaison



**Assessing the Capacity of LEA McKinney-Vento Liaisons
for Children and Youth Experiencing Homelessness**

Under the McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015, every local educational agency (LEA) must designate a liaison for homeless children and youth. Liaisons must be “able to carry out” ten specific duties. 42 USC 11432(g)(1)(J)(ii).

The U.S. Department of Education Non-Regulatory Guidance states that LEAs “should allocate sufficient time for... liaisons to do their jobs effectively and should support them in fulfilling their duties as outlined in the law and in making timely decisions.” To determine the time needed to carry out the liaison’s duties, the Department directs LEA administrators to review the legal requirements for the position.

The chart below outlines the ten legal requirements of McKinney-Vento liaisons. 42 USC §11432(g)(6)(A).

It is intended to serve as a quick self-assessment of the extent to which these duties currently are able to be carried out, and a plan for building the capacity to carry them out in the future. This chart is not intended to substitute for a comprehensive needs assessment. Rather, it is a simple tool to help LEAs quickly identify and prioritize areas where greater capacity is needed to carry out the law.

Legal Duty: McKinney-Vento liaisons <u>must</u> ensure that...	Quick Self-Assessment: 0 = Not able to carry out 5 = Fully able to carry out DK = Don't Know	Plan for Liaison Capacity	
		What Needs to Happen?	Who Needs to be Involved?
1. Homeless children and youth are identified by school personnel through outreach and coordination with other entities and agencies.			

Click here to access the [Assessing the Capacity of LEA Homeless Liaisons](#) resource from SchoolHouse Connection.

The [U.S. Department of Education Non-Regulatory Guidance](#) provides the following guidance regarding **liaison capacity**, LEAs should...

- Allocate **sufficient time, tools, and resources** for liaisons to do their jobs effectively,
- Support liaisons in **fulfilling their duties** as outlined in the **law**, and
- Support them in making **timely decisions**.

To determine the **time** needed to carry out the liaison duties, the Department directs **LEA administrators to review the legal requirements** for the position.

Resources for McKinney- Vento Homeless Liaisons

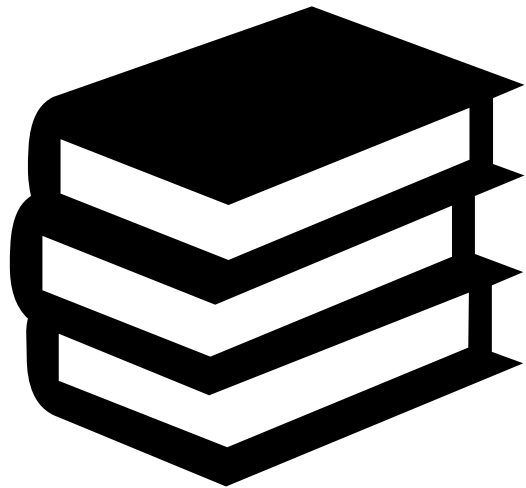


- Legal Resources
- National Organizations
- Resources from the Arizona Homeless Education Program
- Technical Assistance from the Arizona Homeless Education Program

Bookmark
these tools!



Legal Resources



- [McKinney-Vento Homeless Assistance Act](#)
- [U.S. Department of Education: Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)
- [U.S. Department of Education Office for Civil Rights](#)
- [Arizona Revised Statutes, Title 15 - Education](#)

Bookmark
these tools!



National Organizations



[National Center for Homeless Education \(NCHE\)](#)

- [Homeless Liaison Toolkit](#)
- [Trainings and webinars](#)
- [Homeless Education Issue Briefs](#)



**SchoolHouse
Connection**

[SchoolHouse Connection](#)

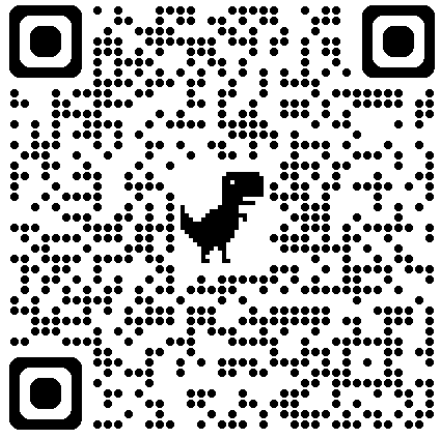
- [Tools & Resources](#)
- [Q&A From The Field](#)
- [Webinars](#)

Introducing the **New**
McKinney-Vento Liaison
SLACK Channel

hosted by SchoolHouse Connection!



SchoolHouse
Connection



Scan Here to
Sign-Up!

**THREE
REASONS**

**TO START
SLACKING
& GET MORE
DONE!**



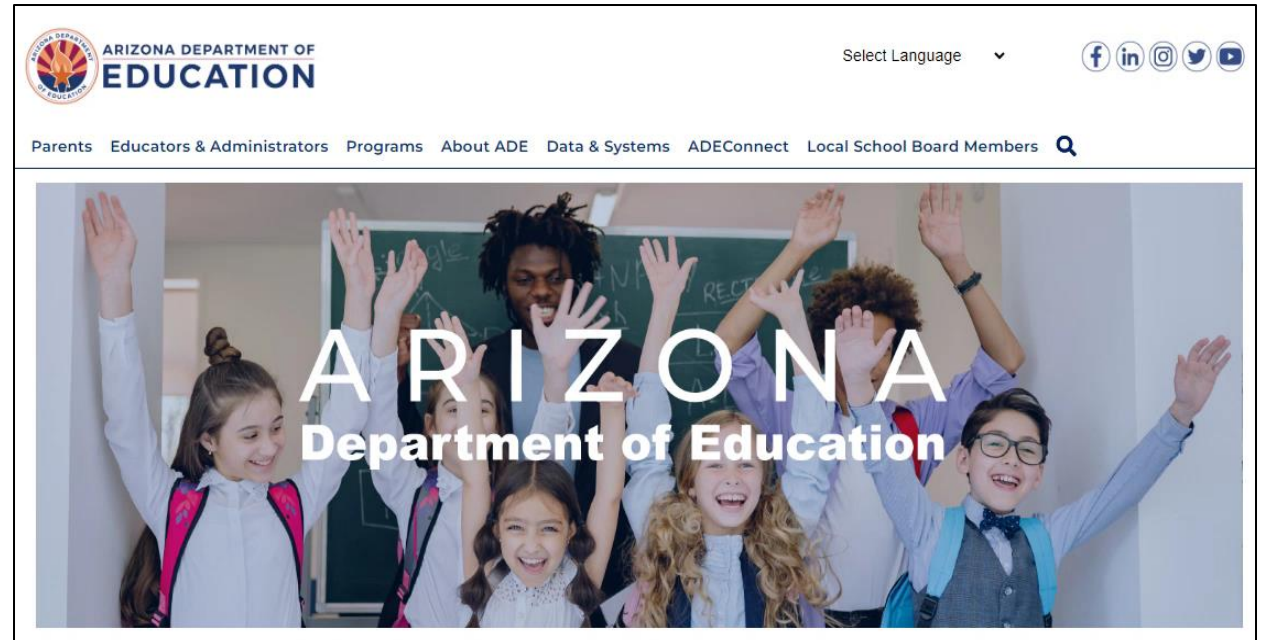
Resources from the Arizona Homeless Education Program

Bookmark
these tools!

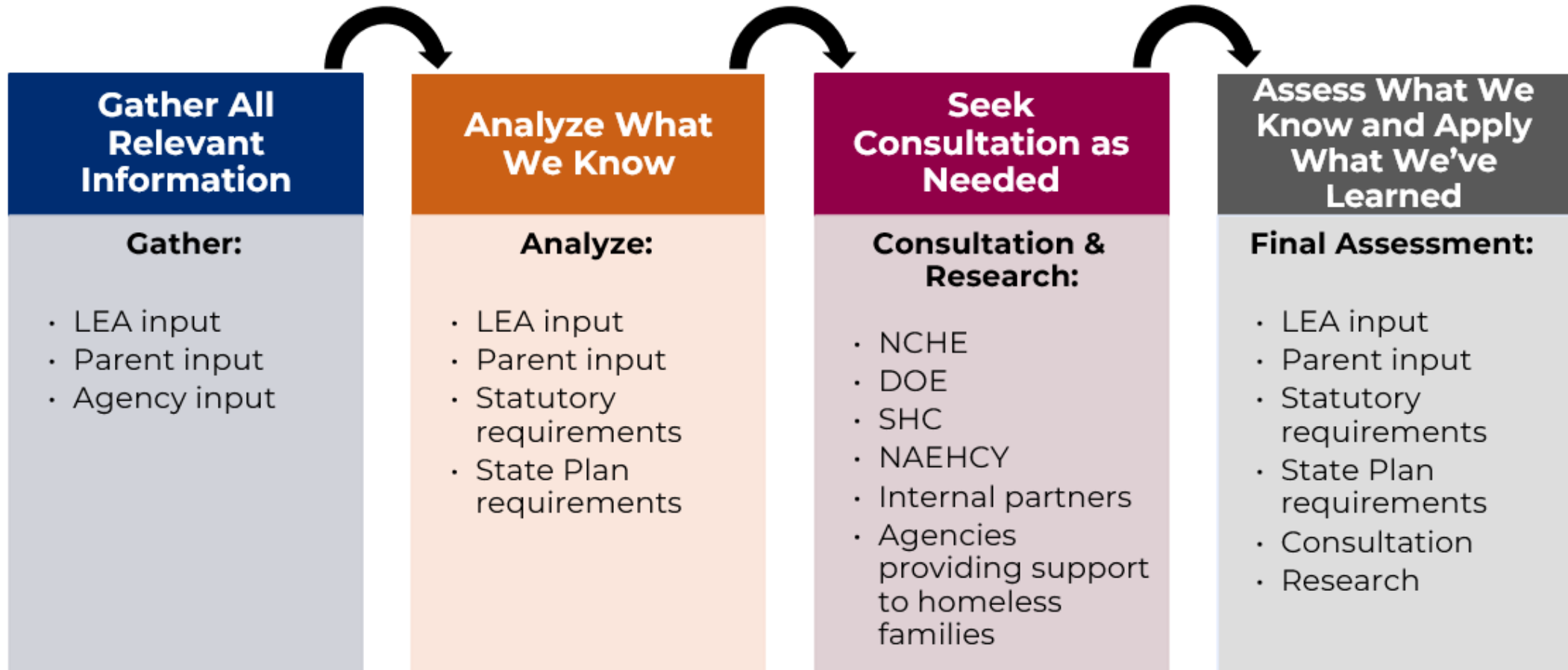


[Arizona Homeless Education Program Homepage](#)

- [Guidance & Sample Documents](#)
- [Professional Learning](#)
- [McKinney-Vento Homeless Liaison Contact List](#)



Technical Assistance from the Arizona Homeless Education Program



Post-Assessment

Let's test your knowledge.

Post-Assessment

1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.

Post-Assessment Results

1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
 - ✓ McKinney-Vento Homeless Assistance Act
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
 - ✓ Utilization of the Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths
 - ✓ My contact information is accurate on the Arizona HEP website
 - ✓ Attendance at 8 hours of HEP-related professional learning each school year
 - ~~✗ The Arizona Department of Education logo remains on all resources I utilize that were designed by the Arizona HEP~~
 - ✓ Provision of an annual training to all staff at my LEA
 - ✓ Collection and reporting of accurate data on HCY
 - ✓ My LEA develops, reviews, and revises policies and procedures to ensure removal of barriers to HCY

Post Assessment Results

3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
 - ✓ McKinney-Vento statute and non-regulatory guidance
 - ✓ National Center for Homeless Education (NCHE)
 - ✓ Guidance documents and resources on the Arizona HEP website
 - ✓ Professional learning session recordings on the Arizona HEP website
 - ✓ SchoolHouse Connection
 - ✓ Contact the Arizona HEP via phone or email

4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.
 - ✓ True



Closing & Next Steps

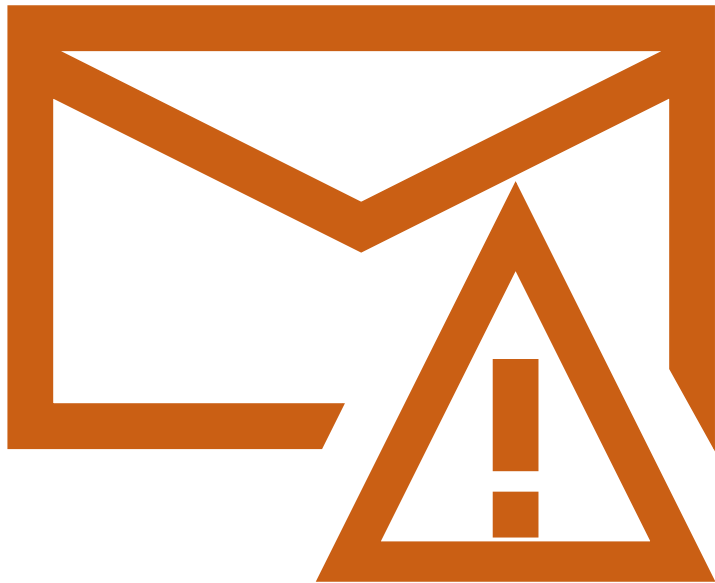
Feedback Survey & Certificates

Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive a professional learning certificate of participation

Recording and slides

- HEP website



Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov