



# Arizona Homeless Education Program

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Arizona HEP Office Hours:  
Navigating the Identification Process  
December 2025

# Housekeeping Items

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- 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](mailto:homeless@azed.gov) with any LEA-specific questions.
- Due to the nature of this Office Hours session, we will not be sharing or posting a recording of the session, however we will share the slides once available.
- 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

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**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

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# Objective

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## Participants will...

- Understand requirements and necessary procedures to ensure children and youth experiencing homelessness are **identified and immediately enrolled** and made aware of their rights under the McKinney-Vento Act, such as **school stability** and **transportation**.

# Common Acronyms and Terms

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**DOE**

Department of  
Education

**SEA**

State Education  
Agency

**LEA**

Local Educational  
Agency

**ADE**

Arizona  
Department of  
Education

**HEP**

Homeless  
Education Program

**HCY**

Homeless Children  
and Youth

**UHY**

Unaccompanied  
Homeless Youth

**SIS**

Student  
information system

**AzEDS**

Arizona Education  
Data Standards

**BID**

Best interest  
determination

**CBO**

Community-based  
organization

**NCHE**

National Center for  
Homeless  
Education

**SHC**

SchoolHouse  
Connection

**TA**

Technical  
Assistance

**McKinney-Vento Homeless Liaison of Record**  
**Site-Based McKinney-Vento Homeless Liaison**

# Access Previous Professional Learning



The screenshot shows the Arizona Department of Education website. The header includes the ADE logo, navigation links (Parents, Educators & Administrators, Programs, About ADE, Data & Systems, ADEConnect), a language selector, and social media icons. The main content area features a banner with the text "YOUR CHILD DESERVES AN EDUCATION" and the ADE logo. Below the banner is the "Arizona Homeless Education Program Mission" section, followed by "Our Governing Statute" section. A sidebar on the right contains a menu of links: Arizona Homeless Education Program Homepage, McKinney-Vento Homeless Liaisons, Grant Funding, 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 sidebar is a "Contact" section for Rita Rodriguez, State Homeless Education Program Coordinator, with her phone number, email, and a "Contact the Department" button.

**Welcome to the Arizona Homeless Education Program**

**Arizona Homeless Education Program Mission**

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.

**Our Governing Statute**

The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in December 2015, serves as the primary federal legislation detailing the educational rights of children and youth experiencing homelessness.

The McKinney-Vento Homeless Assistance Act requires that children and youth experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. To ensure access to educational and other services necessary to meet the same challenging State academic standards to which all students are held, State educational agencies and local educational agencies are required to develop, review, and revise policies and procedures to remove barriers to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness (42 U.S.C. §§11431-11432).

**Contact**

**Rita Rodriguez, State Homeless Education Program Coordinator**  
(602) 542-4963  
[homeless@azed.gov](mailto:homeless@azed.gov)  
[Contact the Department](#)

Today's session is designed to be an in-depth extension of the information shared in previous sessions, such as:

- McKinney-Vento in Practice for New Liaisons, August 2025
- Arizona HEP Office Hours: Re-Eligibility and New Eligibility, July 2025
- 2025 Arizona Homeless Education Program State Conference
- Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, & Providing Written Notification, December 2024
- Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, & Providing Written Notification – Mandatory Compliance Training, December 2023

You can access all previously provided sessions on the [Arizona HEP website](#).

# Guidance, Forms & Tools

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The following guidance, sample forms and tools are referenced in the next slides.

Each slide will provide an overview of the steps LEAs are required to utilize to identify homeless children and youth (HCY).

- [McKinney-Vento Internal Tracking Sheet Sample](#)
- [Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths Requirements](#)
- [Identification Process Guidance & Resources](#)
- ***New Resource!*** [Unaccompanied Homeless Youth Identification Process Guidance & Resources](#)
- ***Updated!*** [Caregiver's Authorization Affidavit \(Sample Form\)](#)
- [ADE Identification & Eligibility Interview Questions & Checklist](#)
- [McKinney-Vento Best Interest Determination \(BID\) Sample Form](#)
- [Re-Eligibility Determination Guidance & Resources](#)
- [ADE Written Notice of Eligibility & School Placement Determination Sample](#)
- [Data Reporting Requirements & Integrity Rules Reference Document](#)



# Share Your Knowledge

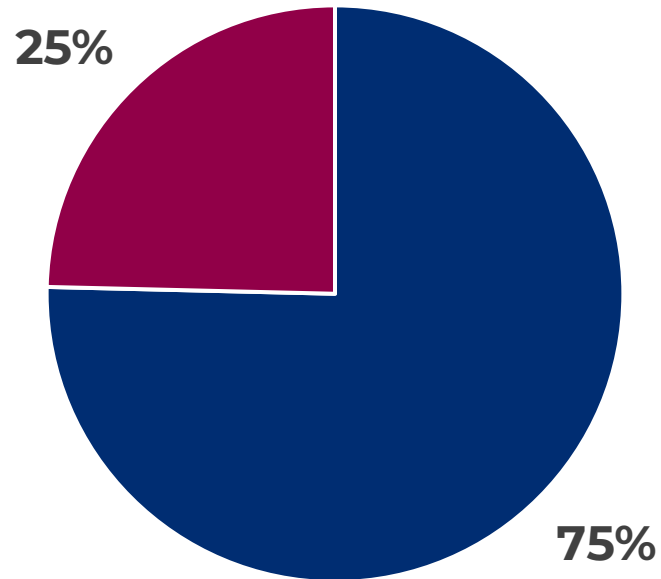
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What **percentage** of the **total** identified homeless children and youth in Arizona are made eligible **halfway through the school year?**

Select  
your  
answer in  
the pop-  
up poll!

# HCY Identification Throughout the School Year

## Identified HCY, SY 23-24



■ July '23 - November '23 ■ December '23 - May '24

School Year	Total Identified HCY
SY 25-26 (Current Identification)	15,728 <i>(Projected: 20,970)</i>
SY 24-25	23,386
SY 23-24	22,670
SY 22-23	20,483
SY 21-22	18,723
SY 20-21	14,366
SY 19-20	17,879

# Functions of the Office of the Coordinator

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1. **Gather and make publicly available** reliable, valid, and comprehensive **information**;
2. Develop and carry out the **State Plan**;
3. **Collect data** for and transmit to the Secretary...a report containing **information necessary to assess the educational needs** of homeless children and youths within the State;
4. **Coordinate activities and collaborate** in order to **improve** the provision of comprehensive education and related services to homeless children and youths and their families;
5. Provide **technical assistance** to and conduct **monitoring** of LEAs in coordination with LEA liaisons to ensure that LEAs comply with requirements;
6. Provide **professional development** opportunities for LEA personnel and the LEA liaison to assist in identifying and meeting the needs of homeless children and youths, and provide training on the definitions of terms related to homelessness;
7. **Respond to inquiries from parents and guardians** of homeless children and youths, and (in the case of unaccompanied youths) such youths, to ensure that each child or youth who is the subject of such an inquiry receives the full protections and services provided.

# Responsibilities of the LEA

## In general, each LEA must:

- Ensure *access* to education,
- Connect families with *services*,
- Form *collaborations* with CBOs, and
- *Inform* and provide learning for all stakeholders.

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Ensure a student's education may continue at their **school of origin**,

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**Enroll students** in the same school a non-homeless student would be enrolled in,

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Comply with **school stability** protocol,

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**Assist** families in attaining **enrollment** forms and records if needed,

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**Manage** any **disputes**,

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**Uphold** student and family **privacy**,

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**Provide** comparable **services** and **education** to homeless students,

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**Coordinate** with local social service agencies, within the LEA.

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**Align** with the **Arizona State Plan**.

42 U.S.C. § 11432 (e)(3)(C), (g)(3)

# Responsibilities of the McKinney-Vento Homeless Liaison

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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.

# Awareness: LEA Professional Development

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

• **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

## REQUIREMENTS

- 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.

# Internal Referral Process for LEA Staff

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LEA staff must immediately utilize the LEA's coordinated system to refer potential students experiencing homelessness to the McKinney-Vento Homeless Liaison. When establishing a procedure to refer students, LEAs may consider including the following information on a referral form:

- **Referring Individual Contact Information**
  - Faculty or staff member name
  - Name of school site they work at
  - Email address
  - Phone number
  - Name of school site where enrollment is being requested at (if applicable)
- **Caregiver Contact Information**
  - Name
  - Phone number
  - Email address
- **Child or Youth Details**
  - First and last name
  - Age
  - Grade level

# Preliminary Steps: Determining Eligibility

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**Create the Internal Tracking Sheet**

**Ensure your LEA has established a procedure and provide staff training on the process to ensure the Liaison receives completed Student Residency Questionnaires (SRQ) and Referrals**

**As you received completed SRQ's or referrals immediately enter the details into the Internal Tracking Sheet**

**Begin conducting outreach through the interview and needs assessment**

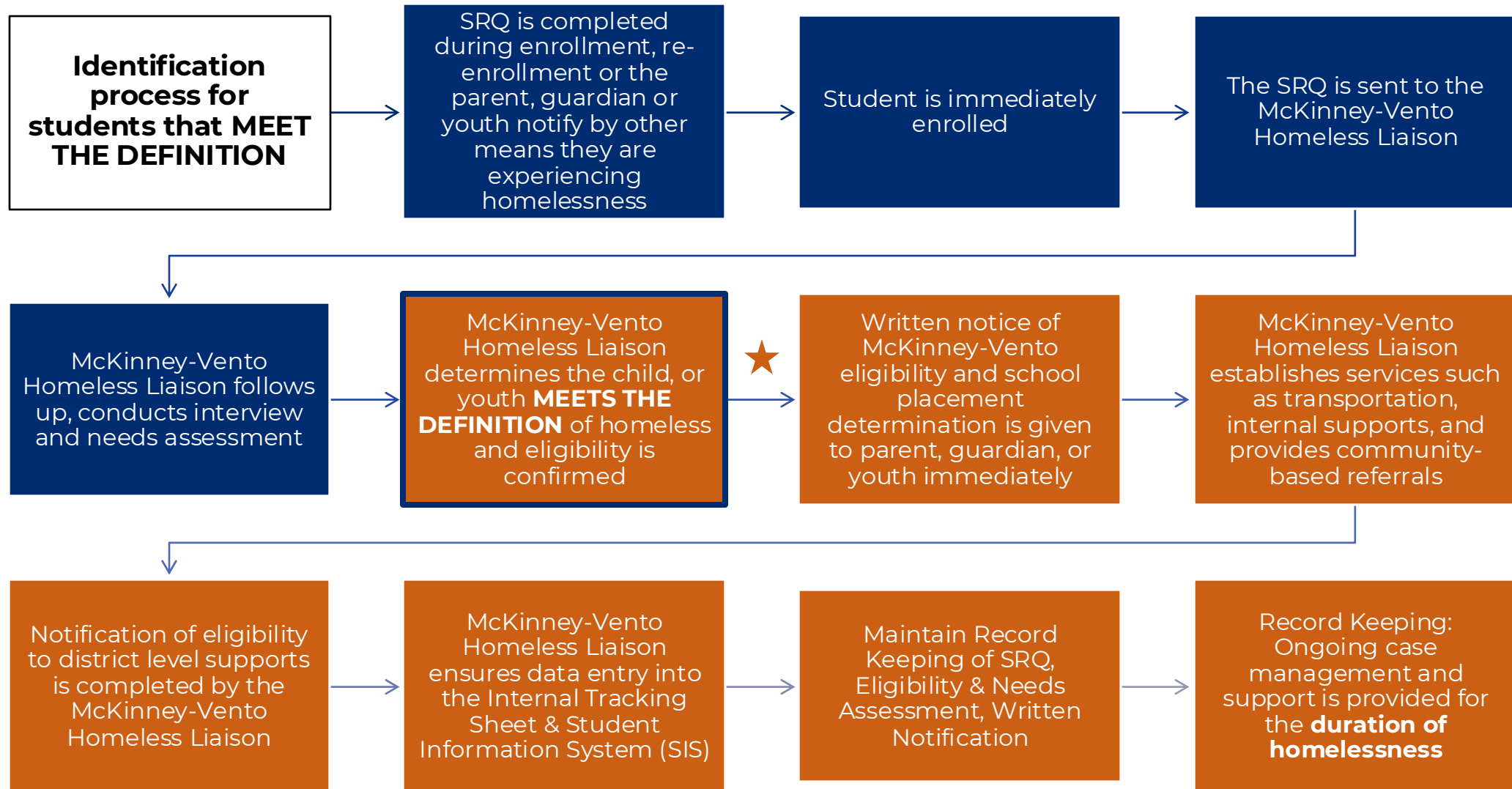
# Identification Process

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

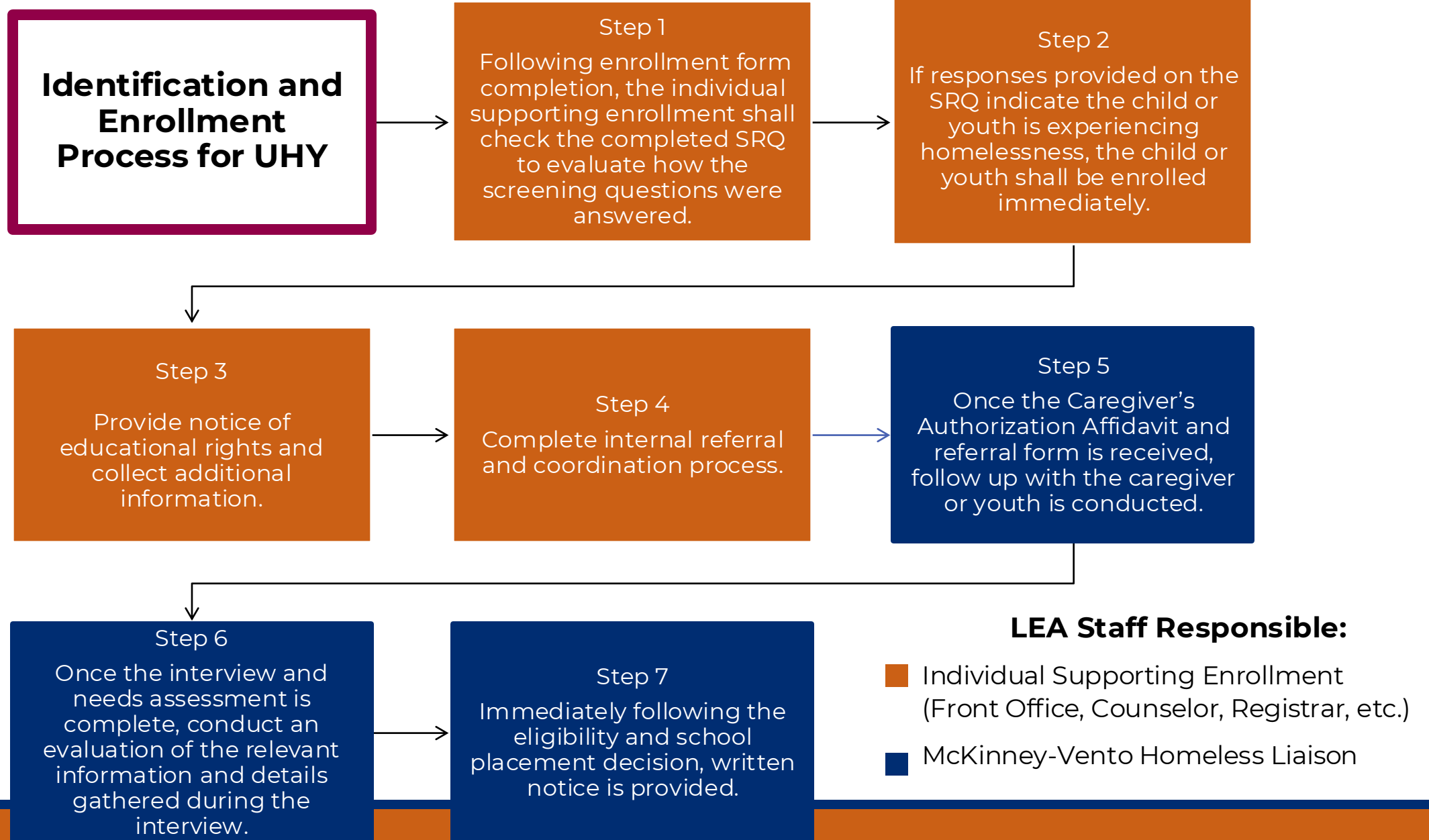


# Identification Process For Eligible Students



★ A BID may take place at this point.

# Identification Process For Eligible UHY

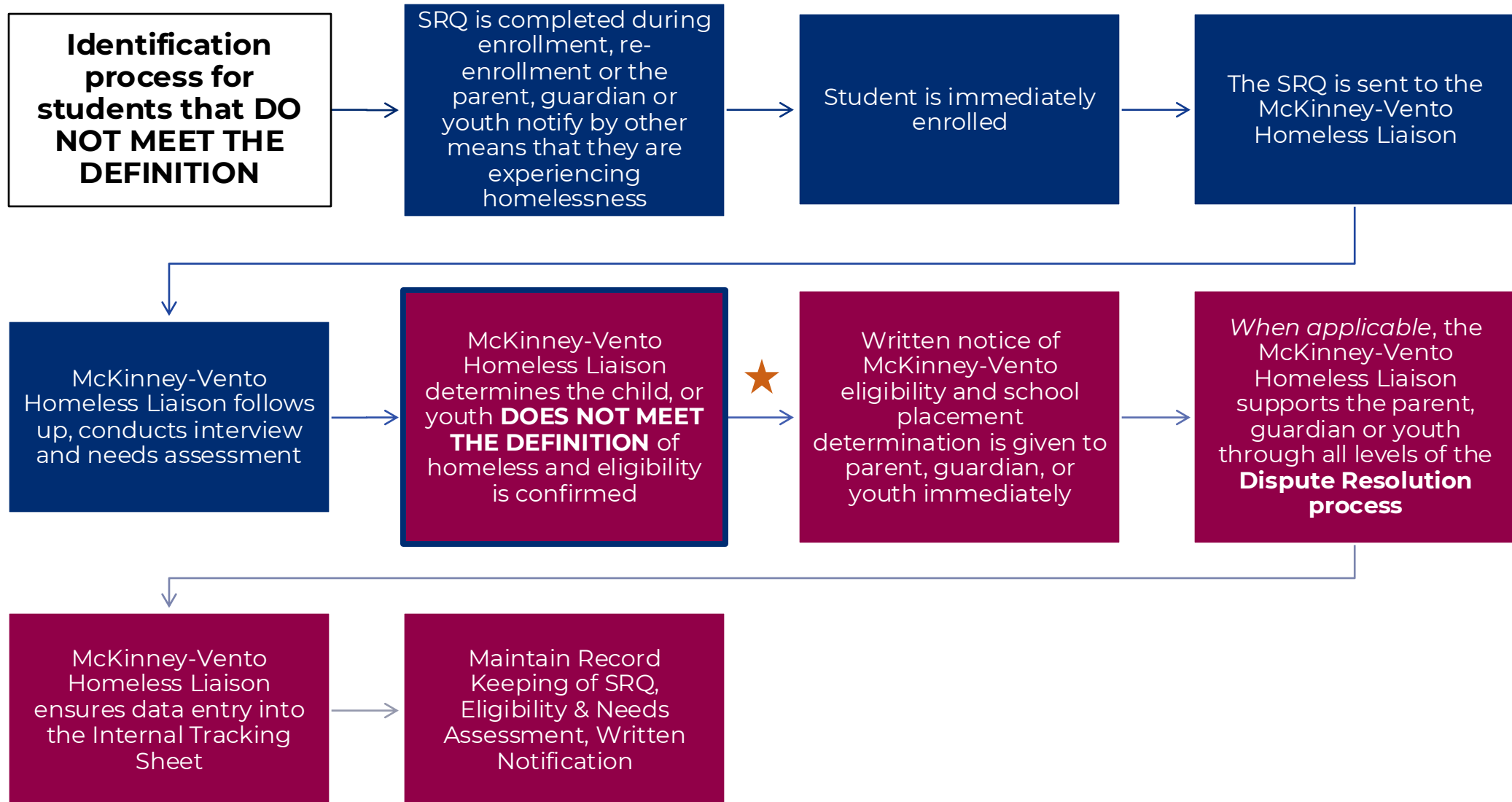




# Additional Questions

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# Identification Process For In-Eligible Students

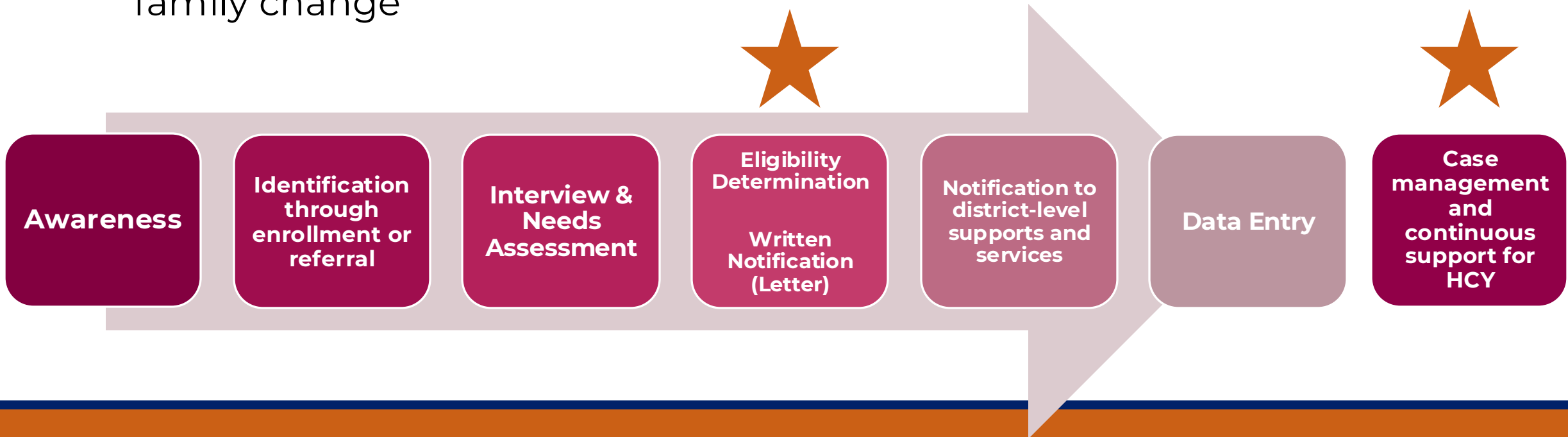


★ A BID may take place at this point.

# Best Interest Determination (BID) Timeline

The best interest determination is a **two-pronged approach**:

- It's utilized during the **initial eligibility** determination **and**
- May be **utilized throughout** the **school year** as the needs of the student or family change



# Best Interest Determination (BID) Procedure

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**Step 1:** Advise the parent of the need to conduct a BID.

**Step 2:** Arrange the meeting with the team (including the parent and student if necessary). Remember to employ strategies to make it as least complicated for everyone to be able to participate.

**Step 3:** Gather the information for assessment.

**Step 4:** Make a final determination on school placement

**Step 5:** Advise the parent, guardian, or youth of the determination verbally.

# Best Interest Determination (BID) Procedure

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**Step 6:** Provide written notification of the BID decision, include the next steps for school placement, transportation (if applicable), and information regarding the right to appeal.

**Step 7:** Initiate the plan. If the determination is for the student to attend the local school, assist the parent with that transition. Connect with the McKinney-Vento Homeless Liaison for the LEA and ask for support with the enrollment process and make a warm hand-off between the parent and Liaison.

**Step 8:** If the parent decides to file an appeal, the Liaison will assist with the Dispute Resolution process. The Liaison will continue to coordinate services to ensure continued enrollment and transportation when necessary.

**Be sure to document all steps taken!**

# “Choice of Schools” in the McKinney-Vento Act

The language, “**choice of schools**” is mentioned three times in the McKinney-Vento Act. Each time that it is mentioned, the statute is referring to **school of origin** and **school in the local attendance area**, which is sometimes referred to as “**school of residency**”.

[42 U.S.C. §§11432 \(e\)\(3\)\(C\)\(i\)\(III\)\(aa\), \(e\)\(3\)\(C\)\(ii\), \(e\)\(3\)\(E\)\(i\)\(I\)](#)

## School of Origin

- The school the student attended when permanently housed
- The school in which the student was last enrolled; including a preschool

## School of Residency

- The local attendance area school in the area in which the child or youth is currently residing

## Additional Possibilities A Parent or Youth May Consider

- Charter schools
- Open enrollment request

# School Stability: Prioritizing School of Origin

The school **enrollment determination** is based on **student-centered factors** and in alignment with the **best interest determination** requirements.

- **Length of stay** in temporary housing
  - Duration of shelter or transitional housing placement
- **Academic** focus
  - Success, progress, and challenges
- **Social and emotional** connections to staff and peers
- **Extra-curricular** participation and interests
- **Special Education** assessments or evaluations (including AZEIP and other early childhood education evaluations).
- Honoring **feeder school patterns**:
  - Preschool to Elementary
  - Junior High to High School
- High School Students may experience:
  - Differences in **credit requirements** between LEAs
  - Impact of **credit accrual** based on academic instruction time missed
- **Online school** enrollment applies to school of origin if a student moves across state lines.
- **Open enrollment** schools become the student's school of origin. If the student continues to experience homelessness the open enrollment school must be honored.



# Identification Scenarios

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Scenario 1:  
Internal LEA Referral of Enrolled Student

# Question from the Arizona HEP Inbox

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Our school counselor was checking in with a student yesterday about their attendance since they've missed quite a few days of school. During the conversation, the student shared that their family has been moving a lot. Some nights they sleep in their car, or they stay with family members. The student mentions they don't have reliable transportation to come to school.

**My question is, because the parents didn't initiate the conversation and share these details, how do you recommend our school follows up?**



Share your  
knowledge  
in the chat!

# Arizona HEP Response: Relevant Statutory Language

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Many requirements of the McKinney-Vento Act apply to this situation, and can be found on the resource [Identification Process Guidance & Resources](#). Here are a few key requirements:

- Students in homeless situations have the right either to **continue attending their school of origin** or to **enroll immediately in the local school**, according to each student's **best interest**.
- The terms "enroll" and "enrollment" include **attending classes and participating fully** in school activities.
- LEAs must **presume** that keeping the child or youth in the **school of origin is in the child's or youth's best interest**, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth.
- LEAs must establish policies and procedures to **remove barriers to the immediate enrollment** of HCY and unaccompanied homeless youth (UHY), including procedures to **maintain and share records** with a new school or district in a timely manner.
- LEAs must establish policies and procedures to **remove barriers to the enrollment and retention** of children and youth experiencing homelessness through the prompt coordination and assistance of parents, guardians, and UHY in accessing **transportation** to and from the school of origin.

# Arizona HEP Response: Guidance & Immediate Support

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## Step 1

- **Responsible Person:** Counselor
  - With adequate training, the counselor can **share** information about the McKinney-Vento Act and the **Educational Rights of Homeless Children and Youths**.
  - The counselor can **send information** home with the student and ask them to give it to their parents, such as:
    - Student Residency Questionnaire
    - Educational Rights of Homeless Children and Youths
    - Contact information for the McKinney-Vento Homeless
  - If the counselor has already developed rapport with the **parent, contacting them** may be helpful.

# Arizona HEP Response: Guidance & Immediate Support

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## Step 2

- **Responsible Person:** Counselor
  - With adequate **training** and **coordination processes** established within the LEA, the counselor can **initiate referral** to the McKinney-Vento Homeless Liaison.

## Step 3

- **Responsible Person:** McKinney-Vento Homeless Liaison
  - After receiving a referral from the counselor, the Liaison will initiate the **identification process**.

# Arizona HEP Response: Required Next Steps for the McKinney-Vento Homeless Liaison

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- **Immediately follow up** with the **parents** to provide information about the McKinney-Vento Act and review the Educational Rights of Homeless Children and Youths.
  - Conduct an impromptu interview by phone.
  - Offer to email a copy of the Student Residency Questionnaire for the parent to complete (not mandatory), the Educational Rights of Homeless Children and Youths.
- A **BID** *may* be conducted at this time **dependent** upon the information gathered during the **interview**.
  - Reminders!
    - The McKinney-Vento BID process includes key differences in comparison to the Foster Care BID for example:
    - No requirement to include the Liaison of the LEA in the local area of attendance.
    - The BID does not have to occur with all individuals at the same time. You can gather input from each party separately.

# Arizona HEP Response: Required Next Steps for the McKinney-Vento Homeless Liaison

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## Determine Eligibility:

- **Eligible:**

- If eligible, **arrange any services** necessary to **remove barriers** to enrollment. (i.e., referral to Coordinated Access Entry Points for shelter consideration, transportation (including shared), food insecurity, medical referrals, school fee waivers).
- Enter data into SIS.
- Conduct ongoing case management.
- Resolve attendance concerns with internal partners by following your LEA's McKinney-Vento Attendance procedure.

- **Ineligible:**

- Ensure the written notice provides a thorough explanation of the determination.
- Provide support if the parents requests to file a dispute (both levels).

# Arizona HEP Response: Required Next Steps for the McKinney-Vento Homeless Liaison

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## Conduct Follow-Up Steps

- **Provide written notice** following the call and interview including information regarding the dispute resolution process.
- Ensure that the referral is added to the **internal tracking sheet**.
- **Maintain record** keeping.
- Ensure **follow-up** with the **counselor** that provided the referral to advise them of the outcome to coordinate ongoing support.

# Arizona HEP Response: Relevant Tools and Resources

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The following guidance, sample forms, and tools should be utilized by the McKinney-Vento Homeless Liaison in this scenario:

- [McKinney-Vento Internal Tracking Sheet Sample](#)
- [Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths Requirements](#)
- The LEA's Internal Referral Process & Form
- [Identification Process Guidance & Resources](#)
- [ADE Identification & Eligibility Interview Questions & Checklist](#)
- [ADE Written Notice of Eligibility & School Placement Determination Sample](#)
- [McKinney-Vento Best Interest Determination \(BID\) Sample Form](#)
- [Transportation Procedure and other related guidance and sample forms](#)
- [LEA-Level Dispute Resolution Procedure & Form Sample](#)
- [McKinney-Vento Attendance Procedure \(Sample\)](#)



# Additional Questions

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Scenario 1:  
Internal LEA Referral of Enrolled Student



# Identification Scenarios

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Scenario 2:  
New Enrollment and School Stability

# Question from the Arizona HEP Inbox

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I have a student that moved into our boundaries, I just received the SRQ and conducted the interview. During the conversation I notified the parents of school origin and school stability rights. The parent confirmed they wanted to move with enrollment in our district. Since then, the parent contacted me and has changed their mind and has requested help returning to the former district.

**Is this possible since I've already enrolled the student?**



**Share your  
knowledge  
in the chat!**

# Arizona HEP Response: Relevant Statutory Language

---

Many requirements of the McKinney-Vento Act apply to this situation. Here are a few key requirements:

- Students in homeless situations have the right either to **continue attending their school of origin** or to **enroll immediately in the local school**, according to each student's **best interest**.
- LEAs must **presume** that keeping the child or youth in the **school of origin is in the child's or youth's best interest**, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth.
- LEA **liaisons** shall establish a process to **coordinate** with **other entities** and agencies to ensure homeless children and youth are identified, enrolled, and have access to and receive educational services.
- LEAs must establish policies and procedures to **remove barriers to the immediate enrollment** of HCY and unaccompanied homeless youth (UHY), including procedures to **maintain and share records** with a new school or district in a timely manner.
- LEAs must establish policies and procedures to **remove barriers to the enrollment and retention** of children and youth experiencing homelessness through the prompt coordination and assistance of parents, guardians, and UHY in accessing **transportation** to and from the school of origin.

# Arizona HEP Response: Guidance & Immediate Support

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- Even if the student has enrolled in your LEA, you have established they have a school of origin at a district other than yours. Remember, **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.
  - Remember, students may have **multiple schools of origin during their homeless experience**. Because they have enrolled in your LEA, your LEA is now one of the schools of origin.
- Based on McKinney-Vento statute, LEAs and specifically **McKinney-Vento Homeless Liaison are required to outreach and coordinate with other agencies, including LEAs**. Furthermore, FERPA states “the need to know” principal which states **school officials with legitimate educational interests may communicate information** to help facilitate the seamless **transition back to the school of origin**.
- Therefore, with your support, and the parents’ agreement, **you can help connect the parent with the McKinney-Vento Homeless Liaison to seek re-enrollment** at the school of origin. [42 U.S.C. §11432 \(g\)\(5\); \(g\)\(6\)\(i\)](#)

# Arizona HEP Response: Required Next Steps for the McKinney-Vento Homeless Liaison

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- Since the student is enrolled in your LEA, you are required to **complete the identification process**. This includes:
  - Provision of the Written Notification of Eligibility and School Placement Determination
  - Provision of a copy of the Educational Rights of Homeless Children and Youths, including right to re-enroll at your LEA (“school of residency”)
  - Update your Internal Tracking Sheet and SIS Data to reflect the identification and enrollment at your LEA
  - Maintain record keeping
- Provide the parent with **contact information** for the McKinney-Vento Homeless Liaison at the **school origin**.
- Ensure a **referral** is made to the McKinney-Vento Homeless Liaison at the school origin either by phone or email.
  - This process is used as a **warm introduction** between the parent and the McKinney-Vento Homeless Liaison at the school of origin.
- Prepare to **support with the transfer** of school records and potentially coordinate **shared transportation**.

# Arizona HEP Response: Relevant Tools and Resources

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The following guidance, sample forms, and tools should be utilized by the McKinney-Vento Homeless Liaison in this scenario:

- [McKinney-Vento Internal Tracking Sheet Sample](#)
- [Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths Requirements](#)
- [Identification Process Guidance & Resources](#)
- [ADE Identification & Eligibility Interview Questions & Checklist](#)
- [ADE Written Notice of Eligibility & School Placement Determination Sample](#)
- [Transportation Procedure and other related guidance and sample forms](#)



# Additional Questions

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Scenario 2:  
New Enrollment and School Stability



# Closing & Next Steps

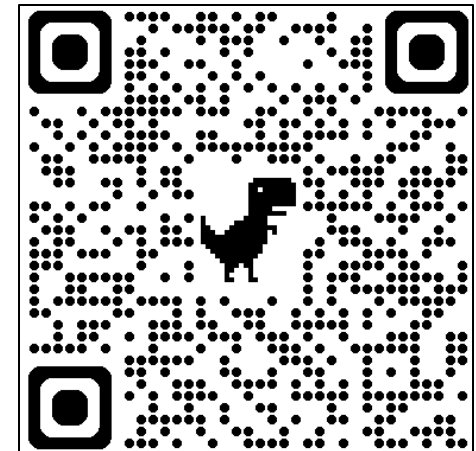
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# Register Now for Upcoming Professional Learning Sessions!

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- **ESEA Programmatic Monitoring: What Liaisons Should Know About MR5**
  - January 29<sup>th</sup> at 10am and 1pm
- **Office Hours: The FAFSA Simplification Act**
  - February 26<sup>th</sup> at 10am and 1pm
- **Office Hours: Supporting Migratory Students Experiencing Homelessness**
  - March 26<sup>th</sup> at 10am and 1pm
- **Required End of Year Procedures for Local Homeless Education Programs**
  - April 23<sup>rd</sup> at 10am and 1pm
- **Office Hours: End of Year Programmatic and Data Reporting Requirements**
  - May 14<sup>th</sup> at 10am and 1pm

**[Scan the QR code](#)**  
**[or click here](#)**  
**[to register!](#)**



# Feedback Survey & Certificates

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## Feedback Survey

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

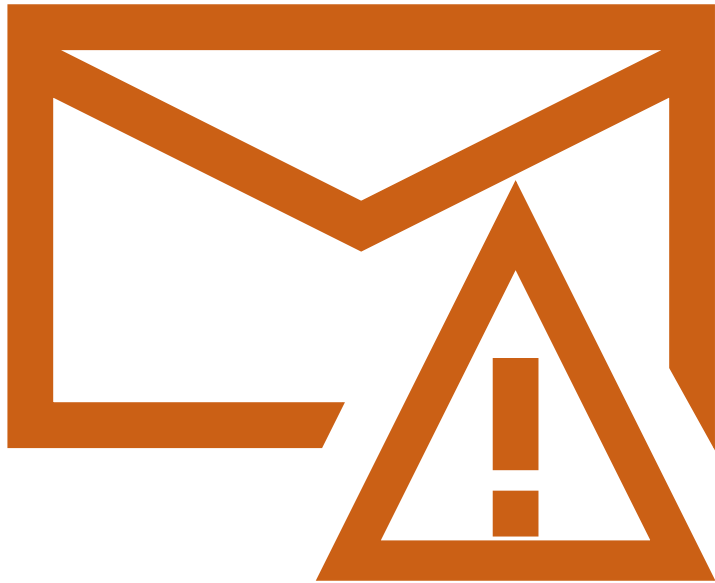
## Related Guidance and Other Resources

- HEP website
- Slides for this session will be shared once available



# Additional Questions

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# Technical Assistance

Arizona Department of Education  
Homeless Education Program

(602)542-4963

[homeless@azed.gov](mailto:homeless@azed.gov)