



Arizona Homeless Education Program

McKinney-Vento in Practice:
Back-to-School Requirements
September 2026

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.

Today's Professional Learning Structure

- Please take notes throughout the session!
 - Pay special attention to slides where we say, “Ask yourself”, “Take a moment now to make a note for yourself”, or “Key Takeaways”.
- The session is scheduled from 10:00 a.m. to 11:30 a.m.; a total of 90 minutes
- Presentation content will last 90 minutes
- If you have questions throughout today's session, please share them in chat. If we are unable to answer your question during the session, please feel free to
 - Email the Homeless@azed.gov inbox
 - Schedule a tailored technical assistance call with the State Coordinator by utilizing the following link: [Book time with Rodriguez, Rita](#)



Office Structure

Rita Rodriguez

State Homeless Education Program Coordinator



Purpose

- Ensure children and youth experiencing homelessness have access to the education and support they need to succeed.
- Strengthen systems that remove barriers to enrollment, attendance, and academic success.

Role & Responsibilities

- Provide statewide leadership and support for Arizona's Homeless Education Program.
- Deliver training, technical assistance, and resources to help schools effectively serve students experiencing homelessness.
- Collaborate with education and community partners to strengthen implementation of the McKinney-Vento Act and improve student outcomes in Arizona.

Experience & Lived Experience

- Previously served as a McKinney-Vento Homeless Liaison and Foster Care Point of Contact in Arizona's largest school district.
- Received national and state recognition for leadership in homeless education:
 - 2020 National McKinney-Vento Homeless Liaison of the Year
 - 2019 Arizona Liaison of the Year
 - 2019 Community Partner of the Year



Marisa Peña

Program Specialist



Purpose

- Support the field in developing informed, high-quality, and comprehensive programs to ensure that all students are provided an opportunity to learn and succeed

Role & Responsibilities

- Support the HEP and FCEP
- Provide support for LEAs with refugee and other newcomer students





**Dr. Brittani (Didi)
Roy**
ESEA Director

Title I-D

**Homeless
Education
Program**



Rita Rodriguez
State Coordinator



Jan Brite
Grants Specialist

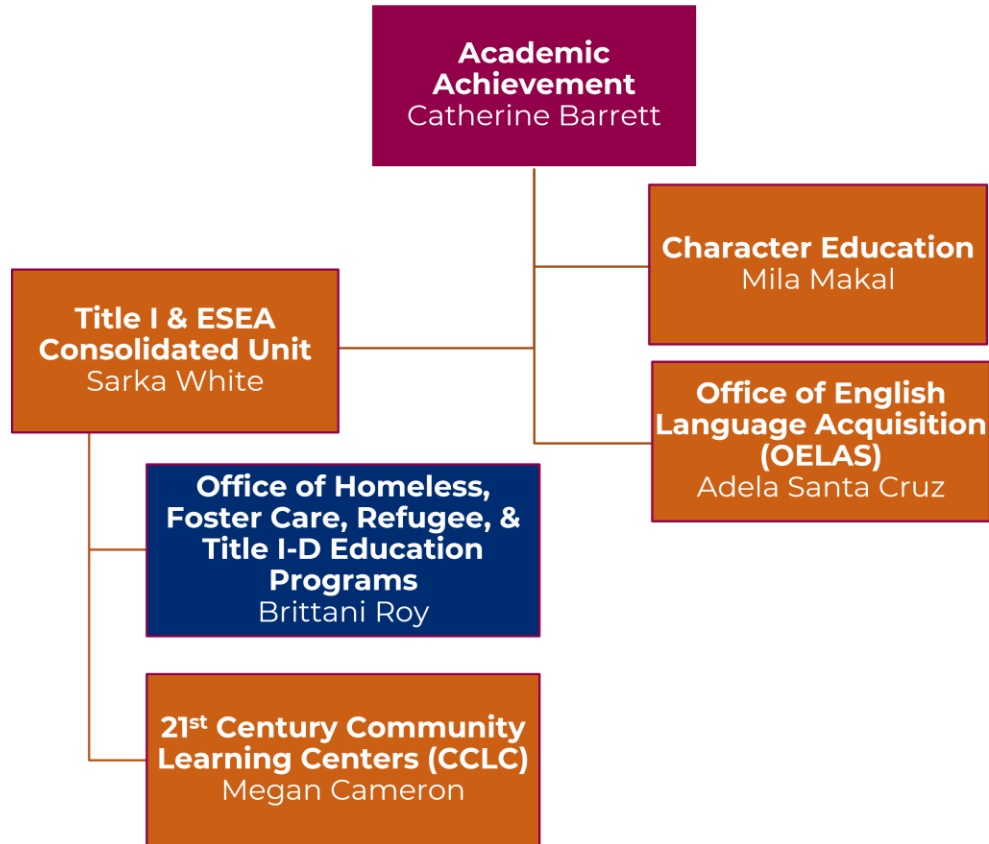
**Homeless, Foster
Care, and Refugee
Student Support**



Marisa Peña
*Refugee Student
Support
– Lead Program
Specialist*

**Foster Care
Education**

Office Structure & Mission Statements



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.





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

Resources Utilized to Develop Today's Session

Bookmark
these tools!



- [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



Click above to listen to McKinney-Vento Homeless Liaisons from Arizona share about how their local education agencies serve students experiencing homelessness.

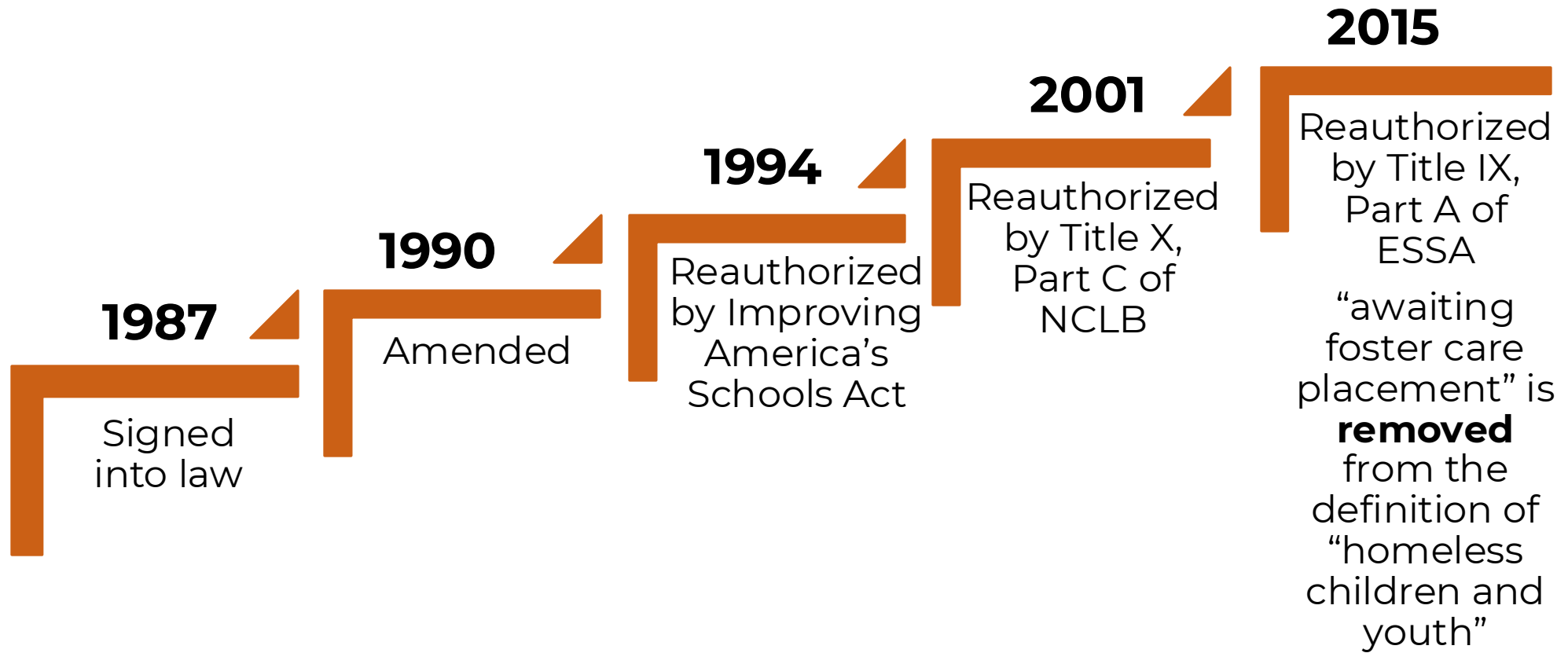
Grounded in Purpose

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

The McKinney-Vento Act defines homeless children and youth as those who "lack a fixed, regular, and adequate nighttime residence."



FIXED

Stationary, permanent, not subject to change.



REGULAR

Used on a predictable, routine, consistent basis.



ADEQUATE

Lawfully and reasonably sufficient. Meeting the physical, psychological, fundamental and structural 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 1087vv 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 following guidance outlines the required steps in the student identification process and supports consistent implementation by LEAs.



Guidance and Required Forms



Homeless Education

Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths Requirements

As outlined in the [Arizona ESEA Consolidated State Plan](#), all local education agencies (LEAs), including charters, are required to utilize the **Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths** in the State of Arizona.

It is important to highlight that the Arizona Student Residency Questionnaire content, including its sequencing, was intentionally developed in conference with the US Department of Education, the National Center for Homeless Children and Youth (NCHE), and SchoolHouse Connection (SHC) to support LEAs in removing barriers and streamlining the process to identify and immediately enroll children and youth experiencing homelessness ([42 U.S.C. §11432 \(q\)\(1\); \(q\)\(3\); \(q\)\(6\)](#)).

To this end, **neither the substance nor sequence of the content within the Arizona Student Residency Questionnaire should be revised.** Please reference the following to ensure compliance with federal statutory and state requirements when utilizing these required documents.

Requirements to Ensure Statutory Compliance when Developing Required Documents

- 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.
 - Do **NOT** modify or remove any existing questions, information, or elements, including the totality and sequence of questions.
 - Add any specific examples, information, context, or questions that may enhance the LEA's ability to identify students experiencing homelessness (i.e., primary nighttime residence examples, etc.).
 - The "For School Use Only" section of the Arizona Student Residency Questionnaire is to support the LEA in tracking the process of identification from the point of notification of the information provided to the McKinney-Vento Homeless Liaison for the LEA's recordkeeping purposes.
- 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 any 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 the rights within the law. To this end, LEAs may **NOT** omit any information included.
 - Fill in all the information requested for the LEA Homeless Liaison in the designated space. Do **NOT** remove the State Homeless Education Program Coordinator information.

Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths Requirements, 9/2024

1

Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths Requirements, 9/2024

2



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

Arizona Student Residency Questionnaire, 8/2024

2



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

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

2

The Educational Rights of Homeless Children and Youths

**Homeless Education**

The Educational Rights of Homeless Children and Youths

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

McKinney-Vento Definition of Homeless:
The term "homeless children and youth"—means individual children and youth 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 present in the following situations:

- sharing the housing of other persons due to loss of housing or financial crisis;
- 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;
- 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 the Act because the children are living in circumstances described above.

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 in another 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) (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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The Educational Rights of Homeless Children and Youths, 8/2024

When should this be shared?

- At **all enrollment touchpoints** (initial, re-enrollment, re-certification, open 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 personnel and community partners

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

housing or
(home)
similar place)
living
this form.
to them.
received
Homeless
Jailson

The Arizona HEP **requires** the **use** of the **Arizona Student Residency Questionnaire (SRQ)**

- At **all enrollment touchpoints** (initial, re-enrollment, re-certification, open enrollment)
- Completion of the SRQ **may not be required nor a prerequisite** for consideration of McKinney-Vento.
- Upon indication** of homelessness at **time of enrollment**, all potentially eligible students are to be **immediately enrolled**.
- The **SRQ** must be **accompanied** by the **Educational Rights of Homeless Children and Youths**.
- During **training** with school personnel and community partners



**Proof of
Residence**



**Birth
Certificate**



Immunizations



**School
Records**



**Proof of
Guardianship**

Supporting Immediate Enrollment Through Barrier Removal
Enroll First. Resolve Documentation Barriers Later.



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 pop-
up poll!

Coordination of Services



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

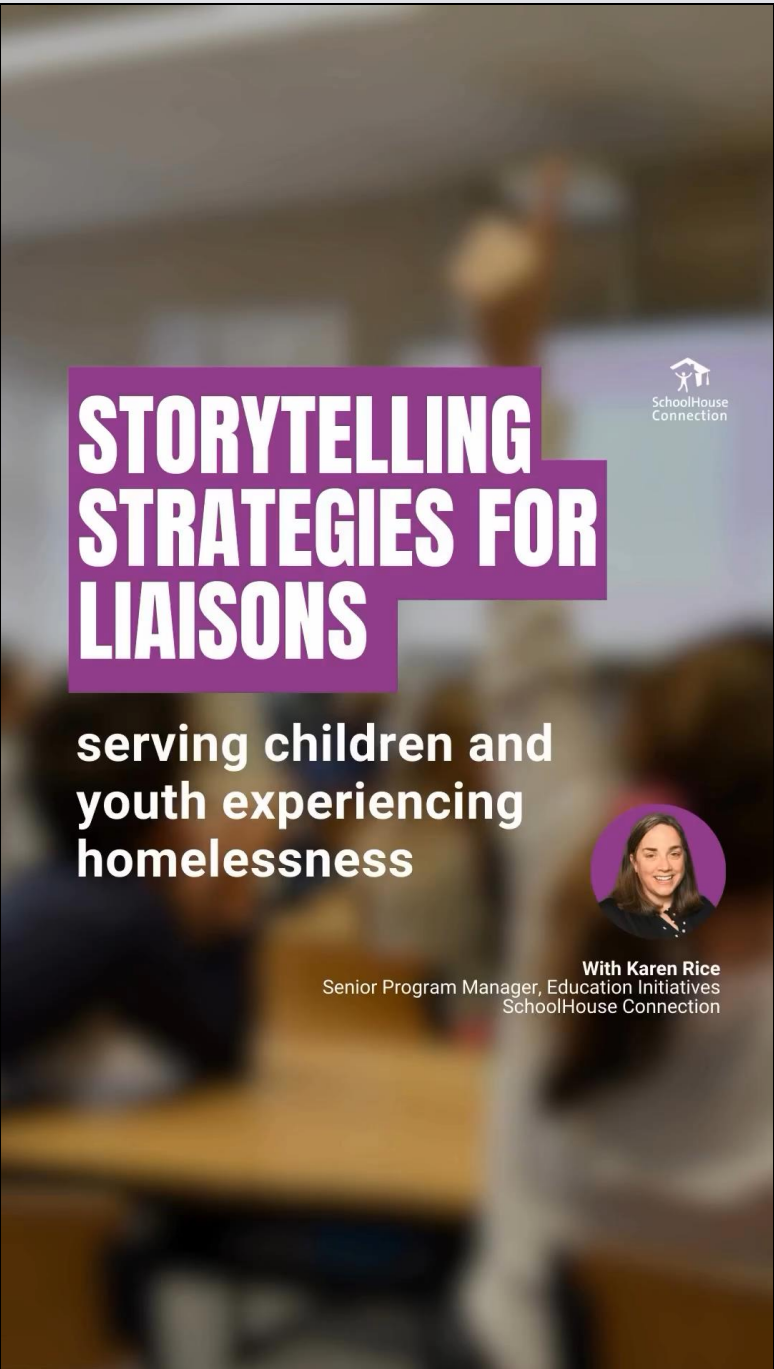


**SchoolHouse
Connection**

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

Arizona Department of Education Homeless Education		ADE Sample Identification & Eligibility Interview Questions & Checklist	
This form serves as a tool to assist McKinney-Vento personnel with determining if a student qualifies as "homeless". This interview form is organized into the following sections:			
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 form is titled "Written Notification of McKinney-Vento Eligibility Decision (ADE Sample form)" and is from "Homeless Education". It includes a date field and a paragraph stating the letter serves as written notification of the decision made regarding McKinney-Vento eligibility, school selection, and enrollment determination, in compliance with the McKinney-Vento Act (42 U.S.C. §11432(g)(3)(E)(ii)).

Fields for "Name of Parent(s)/Guardian(s):" and "Name of Student(s):" are provided.

A checkbox indicates if the student qualifies for McKinney-Vento services. If yes, it asks for the school district and school name. Another checkbox asks if the district will provide transportation. A third checkbox asks if the district will not provide transportation based on the following, with a line for details.

A checkbox asks if the student(s) qualify for McKinney-Vento services and are not in the physical care of a parent or legal guardian due to hardship. Another checkbox asks if the student(s) qualify for McKinney-Vento services but it may not be in the best interest of the student(s) to remain at their School of Origin, with a line for details.

A checkbox indicates if the student(s) do NOT qualify for McKinney-Vento services. If yes, it asks for an explanation of the decision, with a line for details.

Below this, three checkboxes provide reasons for not qualifying: "The current primary nighttime residence is considered fixed, regular, and adequate.", "The current living situation reported is considered a choice or preference and not due to hardship.", and "The student is in the company of a parent or legal guardian." A fourth checkbox asks for an explanation of the decision, with a line for details.

A paragraph at the bottom states: "Please see the accompanying document, **Rights of Homeless Students**, for additional information regarding our commitment to the educational rights of homeless children, youth, and unaccompanied youth."

Fields for "McKinney-Vento Homeless Liaison Name", "LEA/Charter District Name", "Email address", and "Phone" are provided.

The form is signed "Enclosure: Rights of Homeless Students".

At the bottom right, it says "ADE Written Notification of Eligibility School Placement Determination 8/2023".

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**

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

“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)



Foodbanks & Pantries



Health Professionals



Shelter Providers



**Faith-Based
Organizations**



Local Businesses



**Early Childhood Ed
Programs**



**Post-Secondary
Education Institutions**



**Youth-Serving
Organizations**



**Community Action
Networks**



**Utility Assistance
Programs**



**Eviction Prevention
Programs**



Local Tribal Programs



Arizona 211



**Workforce
Development**

Tools for Collaboration

 **Homeless Education**

ADE Consent to Release of Information (ROI)
(Sample form for use by LEA in shelter and agency collaboration)

School Year _____

Dear Parent/Guardian/Caregiver,

Our records indicate that you currently reside at (Address where family is residing). Your child qualifies for services provided by (School District/Charter Name) under the McKinney-Vento Homeless Assistance Act. Services may include education related services, food and nutrition support, or transportation.

The purpose of this form is to give (Agency or Shelter Name) permission to share information with (School District/Charter Name, McKinney-Vento Homeless Liaison) regarding your housing status or program participation in efforts to coordinate services.

Please complete this form and return it to our office. You may email it to (McKinney-Vento Homeless Liaison email address). The McKinney-Vento Homeless Liaison will use this information to help aid in McKinney-Vento eligibility determination and coordination of services as described in [USC §11432\(g\)\(5\)\(A\)](#).

CONSENT TO RELEASE CONFIDENTIAL INFORMATION

I, _____, hereby authorize and request:

(Parent, guardian, caregiver, student)

Shelter or Agency Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone Number: _____

to share confidential information, including personal and academic information, resulting from my contact with the above to:

School District/Charter Name _____
School District/Charter Address _____
School District/Charter Phone _____

The District McKinney-Vento Homeless Liaison will use the information obtained by the shelter or agency listed above to aid in McKinney-Vento eligibility determination and coordination of services as described in [USC §11432\(g\)\(5\)\(A\)](#).

I understand that any cancellation or modifications of this authorization must be in writing, and that I have a right to receive a copy. A photocopy of this authorization will be as effective and valid as the original.

I furthermore release all parties stated herein from any legal liability resulting from the release of this information, with the understanding that all parties involved will exercise safeguards while using this information.

Student Name(s): _____

Parent/Guardian/Caregiver/Student Name (please print): _____

Signature: _____ Date: _____

Please retain a copy for your records.

ADE Consent to Release Information (ROI) 5/2023

 **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

- Establish a [Consent to Release of Information](#) (ROI)
- Utilize the [LEA Collaborations with Community-Based Organizations](#) document to track all collaborations you have in place
- Establish a **Memorandum of Understanding** (MOU)
 - [SchoolHouse Connection Samples Available](#)

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



Test Your Knowledge

Transportation is being coordinated and will take time. In the meantime, the student has been enrolled into the SIS. The student will not be in attendance until transportation begins.

Have all barriers to enrollment been removed?

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

“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**.”

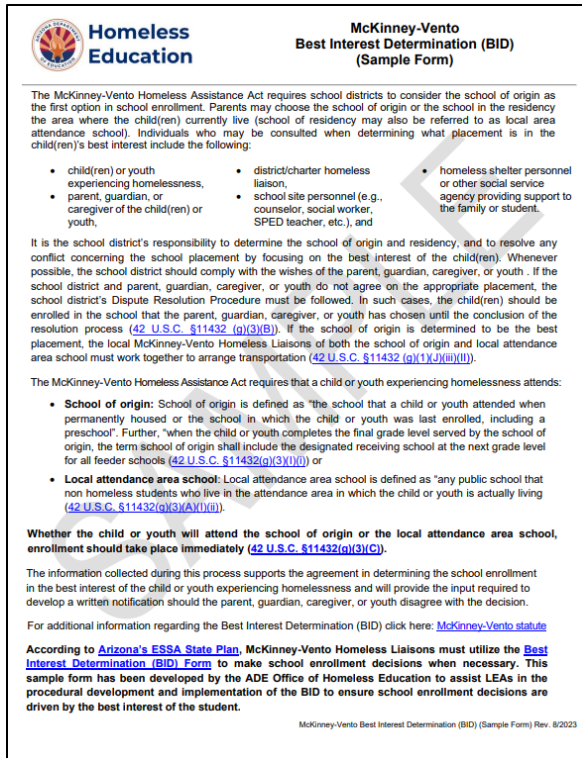
42 U.S.C. § 11432(g)(3)(B)]

McKinney-Vento Act

Best Interest Determination (BID)



Best Interest Determination (BID) for School Placement



The McKinney-Vento Homeless Education 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)(D)).
- **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



Rate Yourself

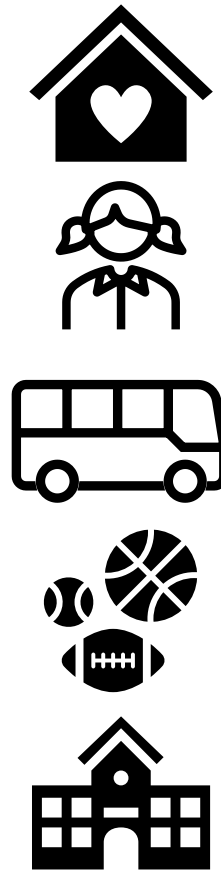
Rate your confidence on a scale from 1 to 10:

I feel confident to **review and revise** our LEA's current identification practices to ensure the **best interest determination** is **not** a standalone meeting or separate **process** that occurs for **all eligibility determinations**.

Answer in
the pop-
up poll!

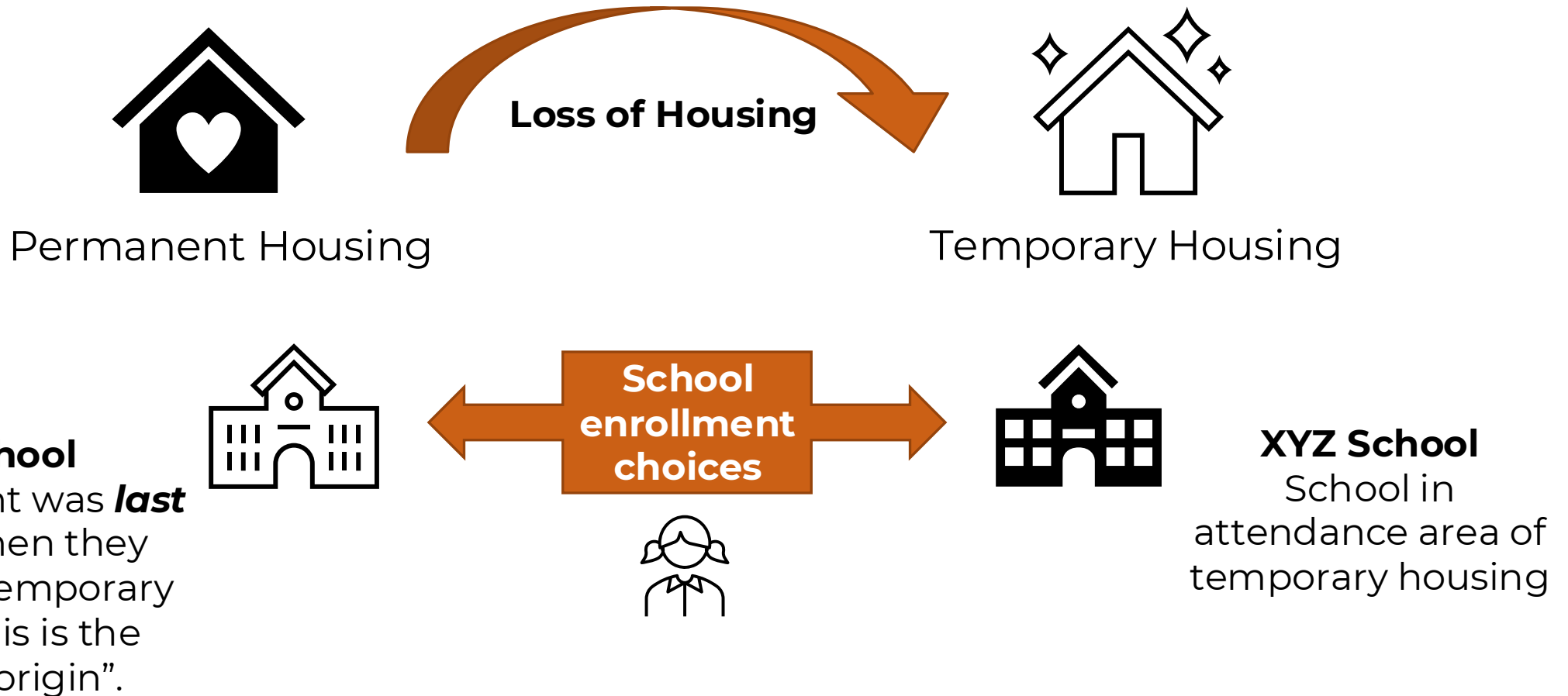
The Right to Transportation

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.

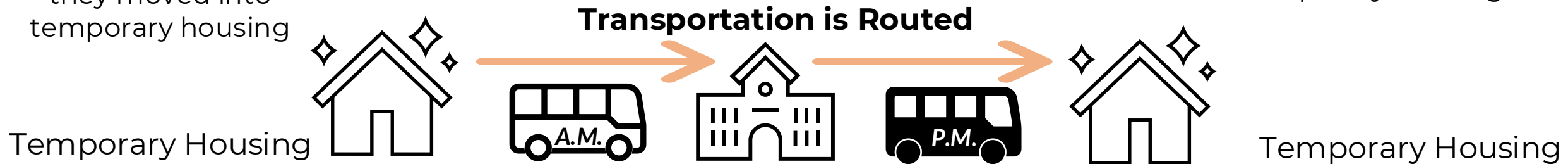
Transportation Right to School of Origin



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\(g\)\(3\)\(I\)\(i\).](#)

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.



**District
Provided
Bus Route**



**Stipend-
Authorized
School
Staff**



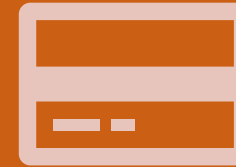
**Public
Transport-
ation**



**Vendor or
Contracted
Drivers**



**Mileage
Reimburse
ment**



**Gas card
or
Voucher**



**Inter-
district
Cost
Sharing
Agreement
(Billing)**

Viable Modes of Transportation

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 Levels

LEA Level

A. If you determine that transportation will not be provided **OR** if you offer a transportation mode that 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.

SEA Level
(LEA vs.
LEA)

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.

REQUIREMENT: IF A DISPUTE IS FILED, LEAs 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:

1. Contact information for the school district's McKinney-Vento Homeless Liaison and State Coordinator.
2. 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.
3. 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.**
4. A copy of the Written Notification of McKinney-Vento Eligibility Decision regarding school placement, enrollment, and services.
5. 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.

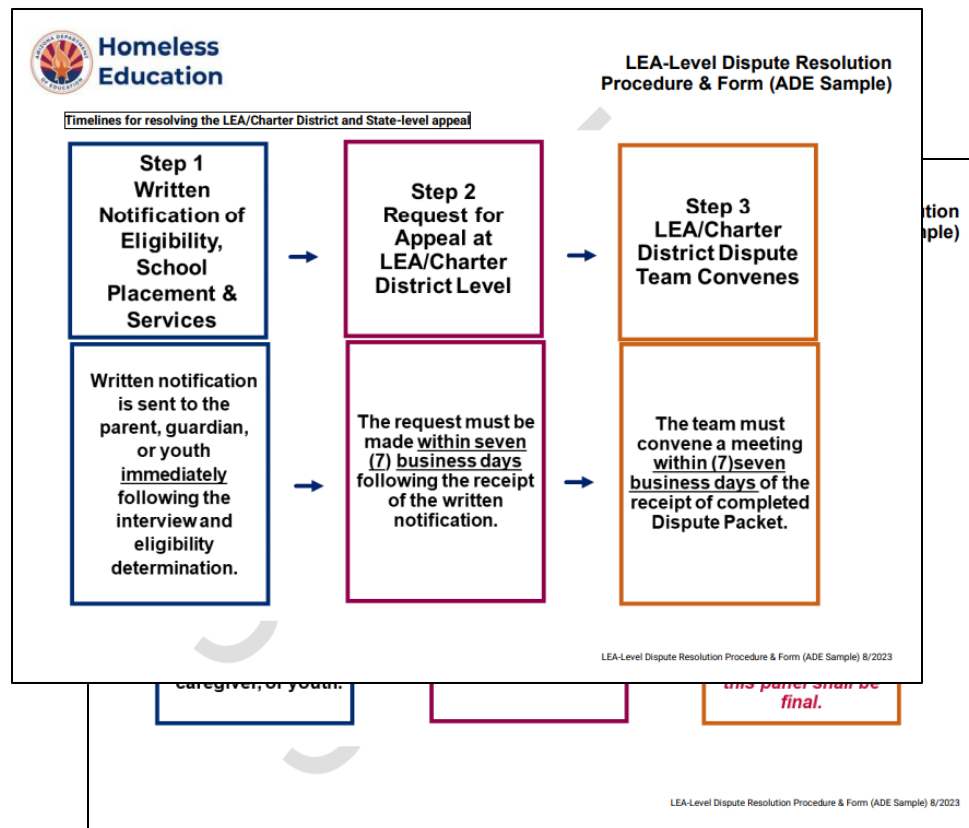
If, at any time, you have questions regarding the dispute resolution process, you can contact the district McKinney-Vento Homeless Liaison or the State Homeless Education Coordinator to assist you with the process.

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.

SEA-Level Dispute Resolution Process

 **Homeless Education**

Dispute Resolution Procedure (LEA vs. LEA)

Revised: 1/13/23 | Supersedes all previous versions

This form is for LEA McKinney-Vento Liaisons. If you are not a Liaison, but are a parent, guardian, caregiver, or student wanting to file an appeal, please contact your homeless liaison for assistance with the district level appeal process.

Attention LEAs, the following form outlines the process to file a request for dispute resolution, as a dispute may occur between two LEAs regarding eligibility, school selection, enrollment, or transportation of a child or youth experiencing homelessness. **Please note**, if you are not the LEA homeless liaison, please consult with that appointed individual prior to submitting this form.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Overview *

I. PURPOSE

A. To provide an opportunity for a Local Education Agency (LEA) to dispute another Local Educational Agency's decision on eligibility, school selection, school enrollment or transportation.

II. BACKGROUND INFORMATION

A. The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 requires the State Educational Agencies (SEAs) have a procedure for the prompt resolution of disputes regarding the educational placement of homeless children and youth.

Please initial to acknowledge you have reviewed this page.

Enter your answer

This form shall be used by the McKinney-Vento Homeless Liaisons involved in an LEA vs. LEA dispute:

- **Purpose of Form & Use:**

- If a dispute arises over eligibility, school selection or enrollment,
- When LEA's cannot agree upon shared transportation coordination or cost.

- **Steps Following Form Submission**

- The LEA submitting the dispute shall notify the LEA they are requesting a dispute and,
- Provide the Arizona HEP documentation to confirm they have notified the LEA of the dispute

- **Reminder**

- The school of origin shall ensure barrier to receiving transportation is addressed in the interim.

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



Outreach Builds Awareness, Awareness Builds Partnerships



- Public Notice
- Staff Training
- LEA Website
- Community Presentations
- Coordinated Referral Process
- Social Media & Flyers

Builds Relationships

- Networking
- Cooperation
- Coordination
- Coalition
- Collaboration
- Support

Potential Partners

- ADE Departments
- Housing Agencies
- Social Service Agencies
- CBOs
- Federally Funded Programs
- Other LEAs
- Internal Programs & Stakeholders

Outreach and Awareness



Arizona Homeless Education Program

Transportation Expert Series
Interagency Collaboration – The Trust
August 2026



ARIZONA DEPARTMENT OF
EDUCATION

Arizona Homeless Education Program

Raise Your Hand Lift Their Future!
The Educational Rights of Homeless Children and Youth

31st Annual Arizona Housing Coalition (AZHC) Conference
May 12-13, 2026



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!***

- **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.

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.

Arizona Department of Education Homeless Education		LEA McKinney-Vento Training Sign-In (ADE Sample)		
Training Title:		Department/Organization/Group:		
Date:		Location:		
Last Name, First Name	School Site	Title	Email Address	Signature

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 [Educational Rights of Homeless Children and Youths](#) and the [Arizona Student Residency Questionnaire and](#) during all enrollment touchpoints 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.

[42 U.S.C. § 11432 \(g\)\(3\)](#)

Arizona McKinney-Vento Homeless Liaison Contact List

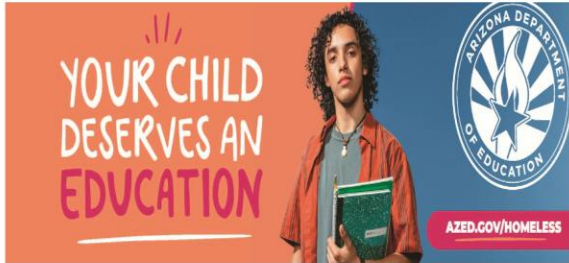
**ARIZONA DEPARTMENT OF
EDUCATION**

Select Language ▾

Parents Educators & Administrators Programs About ADE Data & Systems ADEConnect Local School Board Members 🔍

Home / Homeless Education / Welcome to the Arizona Homeless Education Program

Welcome to the Arizona Homeless Education Program



Arizona Homeless Education Program Mission

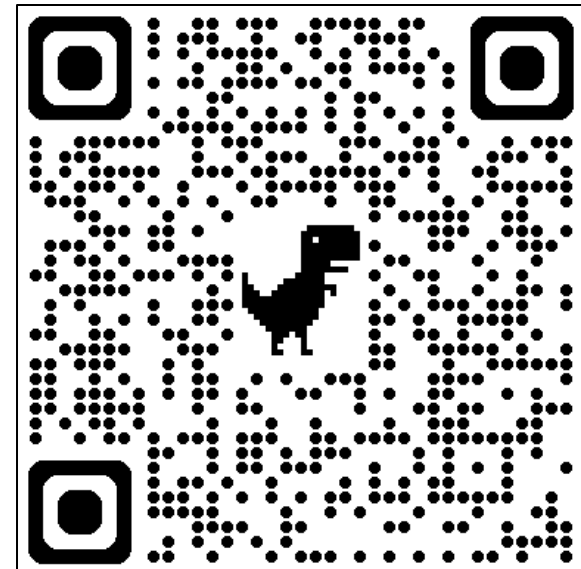
The mission of the Arizona Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento Homeless Assistance Act.

Our Governing Statute

The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in

[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](#)
[Transportation Requirements for Local Education Agencies](#)
[Contact](#)

Access the contact list webpage at the QR code below!





Share Your Knowledge

1. **How often** must LEAs **review** their data to ensure accurate upload to AzEDS?
2. **At what date** must all HEP data be **uploaded and accurate** in **AzEDS** each year?

Answer in
the pop-
up poll!

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	EHY or ARP Grant Funded Activity Support
07-01-2024 1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	☒	☐	☒	☐	☒	☐	☒	☐	☒
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	☒	☒	☐	☐	☒	☐	☒	☐	☒
07-01-2024 3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	☒	☐	☒	☐	☒	☐	☒	☐	☒
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	☐	☐	☐	☒	☒	☐	☒	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐
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Data Reporting Tools



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 pre-integrity (live) Homeless data submitted to the Arizona Department of Education

• **HEP72 Report**

- Post-integrity data, data that passed all integrity rules

• **INTEG15 Report**

- Post-integrity
- Provides descriptions of why the submitted student data did not pass integrity rule

ACCESSING THE AZEDS HOMELESS EDUCATION PROGRAM REPORTS

• **To access the ADEConnect AzEDS 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

Ongoing Data Entry & Integrity Process

1. Enter potentially eligible students into **internal tracking sheet**

2. Determine eligibility & indicate outcome in an **internal tracking sheet**

3. Enter eligible student's need identifier(s) and primary nighttime residence into **SIS**

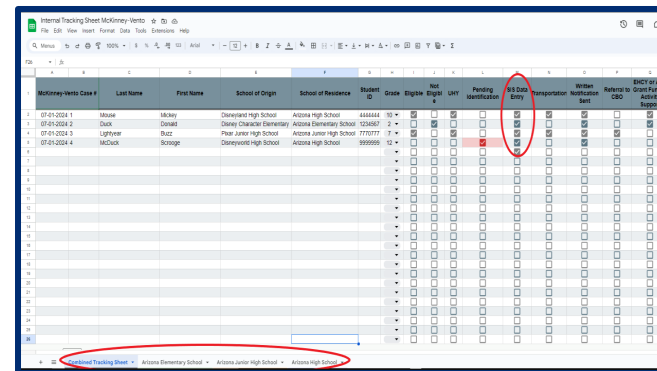
4. Run the **HEP72** and **INTEG15** reports for the homeless and unaccompanied identifiers

5. Compare the student information in the **HEP72** and **INTEG15** reports to the **internal tracking sheet**

6. Resolve any discrepancies between the **HEP72** and **INTEG15** reports and the **internal tracking sheet** in **SIS**

7. Run the **HEP72** and **INTEG15** reports to confirm data discrepancies have been **resolved** in **AzEDS**

Internal Tracking Sheet:
Source of Truth



The screenshot shows a spreadsheet titled 'Internal Tracking Sheet' with columns for Student ID, Grade, Origin, Eligible, Pending, and various tracking checkboxes. A red circle highlights the 'Pending' column, and another red circle highlights the 'Internal Tracking Sheet' tab at the bottom.

Student ID	Grade	Origin	Eligible	Pending	Internal Tracking Sheet
01-01-2024-1	9	McClary	01-01-2024-1		
01-01-2024-2	9	Duck	01-01-2024-2		
01-01-2024-3	9	Lightner	01-01-2024-3		
01-01-2024-4	9	McClary	01-01-2024-4		

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 6/30/2027** 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 <small>Event/Task</small> <small>In-depth details about an event or task.</small> <small>Event/Task</small> <small>In-depth details about an event or task.</small> <small>Event/Task</small> <small>In-depth details about an event or task.</small>						

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 <small>Event/Task</small> <small>In-depth details about an event or task.</small> <small>Event/Task</small> <small>In-depth details about an event or task.</small> <small>Event/Task</small> <small>In-depth details about an event or task.</small>						

- **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	<ul style="list-style-type: none">☐ 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.☐ Ensure all eligible families are identified and services are set up.
SEPTEMBER 2024	<ul style="list-style-type: none">☐ Provide annual staff training, including basic McKinney-Vento information and procedures for referring to the homeless liaison or building point of contact.☐ Connect with feeder schools to share about students experiencing homelessness. Use Student Information System (SIS) reports sent each month to review.☐ 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.



Reflection Question

Take a moment to reflect on the responsibilities discussed throughout this training. Use the poll to select one responsibility that may require additional time, resources, or support from your supervisor or district leadership team.

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

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](#)
- [Resources](#)



[SchoolHouse Connection](#)

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

Resources from the Arizona Homeless Education Program

Bookmark
these tools!



[Guidance & Sample Documents](#)

[Professional Learning](#)

[Arizona Homeless Education Program Homepage](#)

[McKinney-Vento Homeless Liaison Contact List](#)

[Data](#)

The screenshot shows the official website of the Arizona Department of Education's Homeless Education Program. The header includes the ADE logo and navigation links for Parents, Educators, Programs, About ADE, and ADEConnect. The main heading reads "Welcome to the Arizona Homeless Education Program". Below this is a large banner with the text "YOUR CHILD DESERVES AN EDUCATION" and an image of a student holding a book, alongside the ADE logo and the URL "AZED.GOV/HOMELESS". The page is divided into sections: "Arizona Homeless Education Program Mission" (describing the goal of ensuring positive academic outcomes for homeless students), "Our Governing Statute" (citing the McKinney-Vento Homeless Assistance Act and ESSA), and "Contact" (listing Rita Rodriguez as the State Homeless Education Program Coordinator with email and phone information). A right-hand sidebar contains a list 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".

Arizona HEP Technical Assistance Steps



Arizona HEP Receives a Technical Assistance Request

Step 1: Gather All Relevant Information

Step 2: Analyze What We Know

Step 3: Seek Consultation As Needed

Step 4: Assess What We Know

Step 5: Apply What We've Learned

Step 6: Respond

- **Provide A Written Response That Includes the Following**
 - Legal Statutory Requirements
 - Guidance
 - Tools & Resources Available
 - Outline Required Next Steps

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



Thank You

ARIZONA DEPARTMENT OF EDUCATION
HOMELESS EDUCATION PROGRAM

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