Arizona Homeless Education Program

McKinney-Vento in Practice:

Transportation, Decision-Making, and Exemplar Practices

October & November 2026

Housekeeping Items

- 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!
- The session is scheduled from 10:00 a.m. to 11:30 a.m.; a total of 90 minutes
- Presentation content will last 75 minutes
- If you have questions throughout today's session, please share them in chat or Q&A. If we are unable to answer your question during the session, please feel free to:
  - Email the Homeless@azed.gov inbox or
  - 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 de la Torre

Foster Care Education Program Coordinator



Purpose

- A high-quality education is a **right**, not a **privilege**, for our students. My job is to **insist** upon this right.

Role & Responsibilities

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

Angela Garcia - 2026 Arizona McKinney-Vento Homeless Liaison of the Year

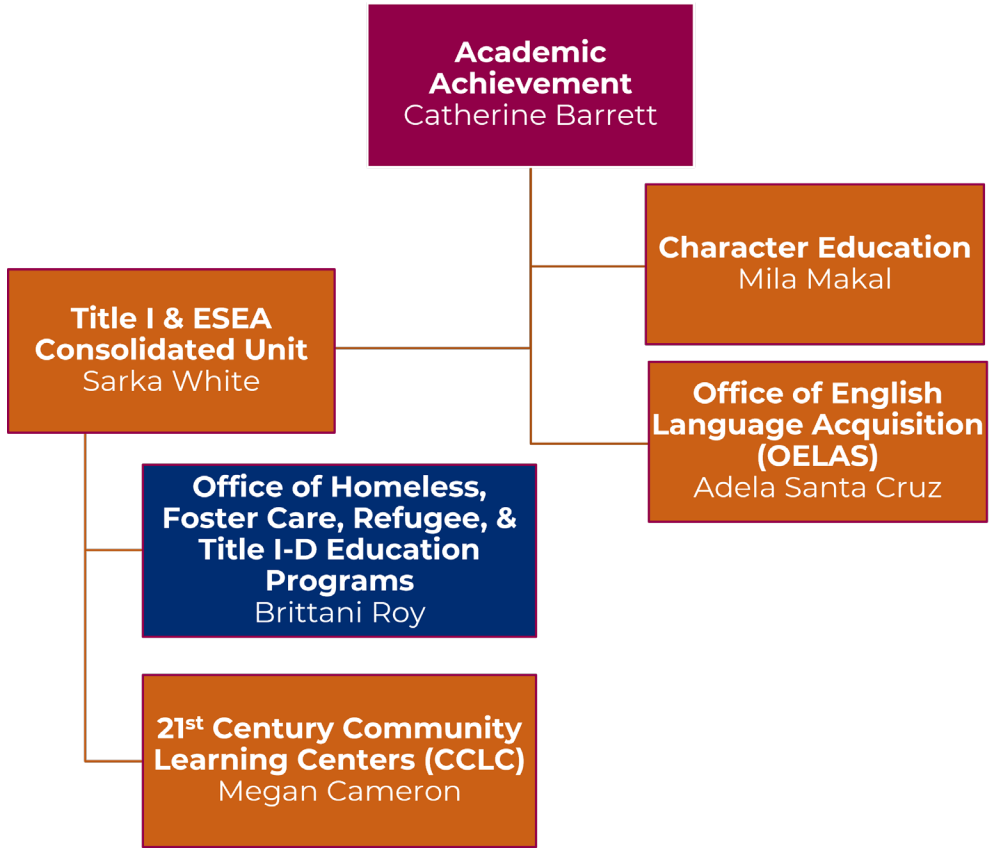
Tolleson Union High School District, McKinney-Vento Homeless Liaison



Experience

- Brings more than 10 years of experience as a homeless liaison and 25+ years in education to program leadership and continuous improvement.
- Led the growth and strengthening of her LEA's McKinney-Vento program through strategic policy and procedure development.
- Advanced compliance practices while promoting equitable access to educational services.
- Effectively expanded partnerships, resources, and supports available to students and families experiencing homelessness.
- Champion for removing barriers and creating systems that support school stability, engagement, and student success.

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.

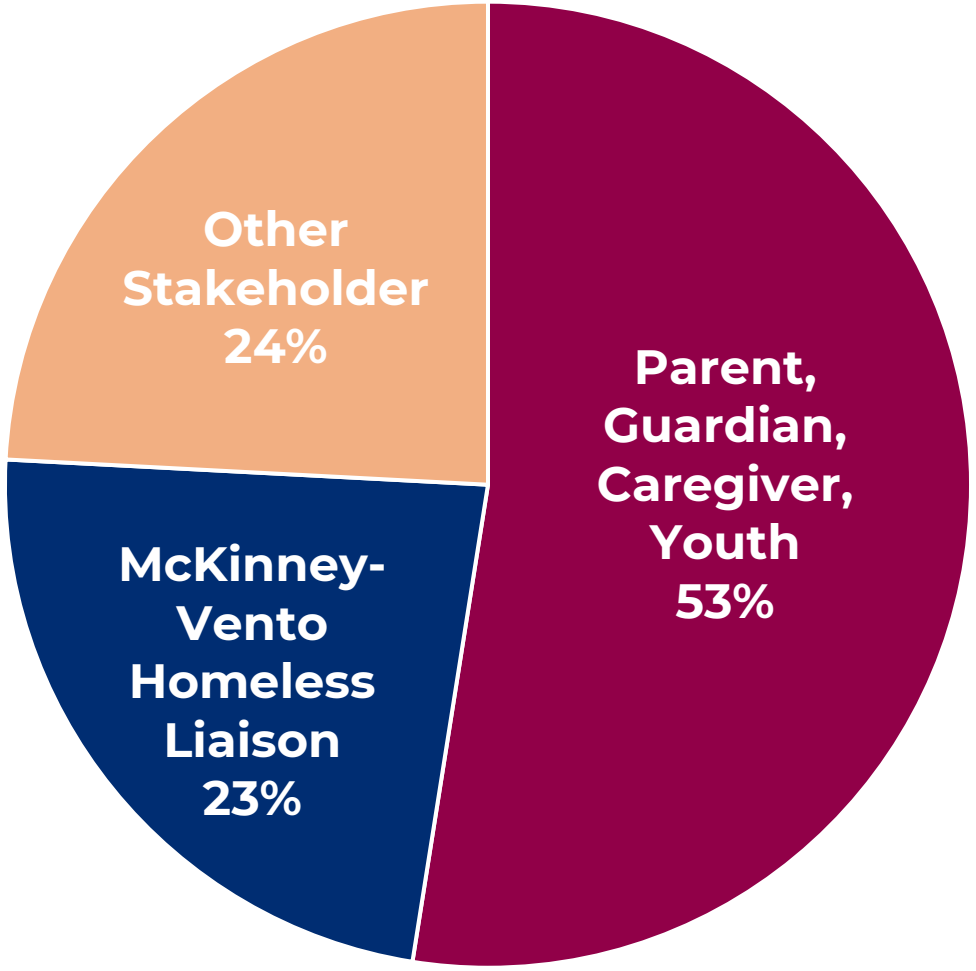
Arizona Homeless Education Program

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

September 2026 Technical Assistance Data: Phone Calls

By Stakeholder Type



Top 5 Requests for Support

1. Transportation Right & Provision
2. Eligibility & Re-eligibility
3. Enrollment & School Placement
4. Identification
5. School Stability & School of Origin Rights



SchoolHouse Connection

1. Use non-stigmatizing language.
2. Be sensitive to any feelings of shame or isolation.
3. Respect student privacy and safety.
4. Be sensitive to parents' fears.
5. Stay focused on supports, not labels.
6. Use multiple forms of communication — always focus on visibility and approachability.
7. Show patience and empathy — understanding that opening up may take time and repeated efforts.
8. Be intentional — small gestures can have a huge impact.
9. Personalize your interactions — one-on-one conversations matter.
10. See the student, beyond their circumstances

Link to Video, SchoolHouse Connection YouTube

Reflection

What's your McKinney-Vento Homeless Liaison transportation superpower?

1. **Problem Solver** - I can find a solution even when the situation seems impossible.
2. **Collaborator** - I bring people together to make transportation work.
3. **Investigator** - I enjoy figuring out the details and responsibilities.
4. **Coordinator** - I keep all the moving pieces on track.

Answer in the poll.

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

Objective

McKinney- Vento Homeless Liaisons will…

- **Apply** McKinney-Vento **transportation requirements** in practice to **support school stability, remove barriers**, and ensure consistent, compliant decision-making.

- **Evaluate** and **strengthen local policies, procedures, and practices** to ensure transportation decisions are implemented consistently and in alignment with McKinney-Vento requirements.

Resources Utilized to Develop Today's Session

Bookmark these tools!

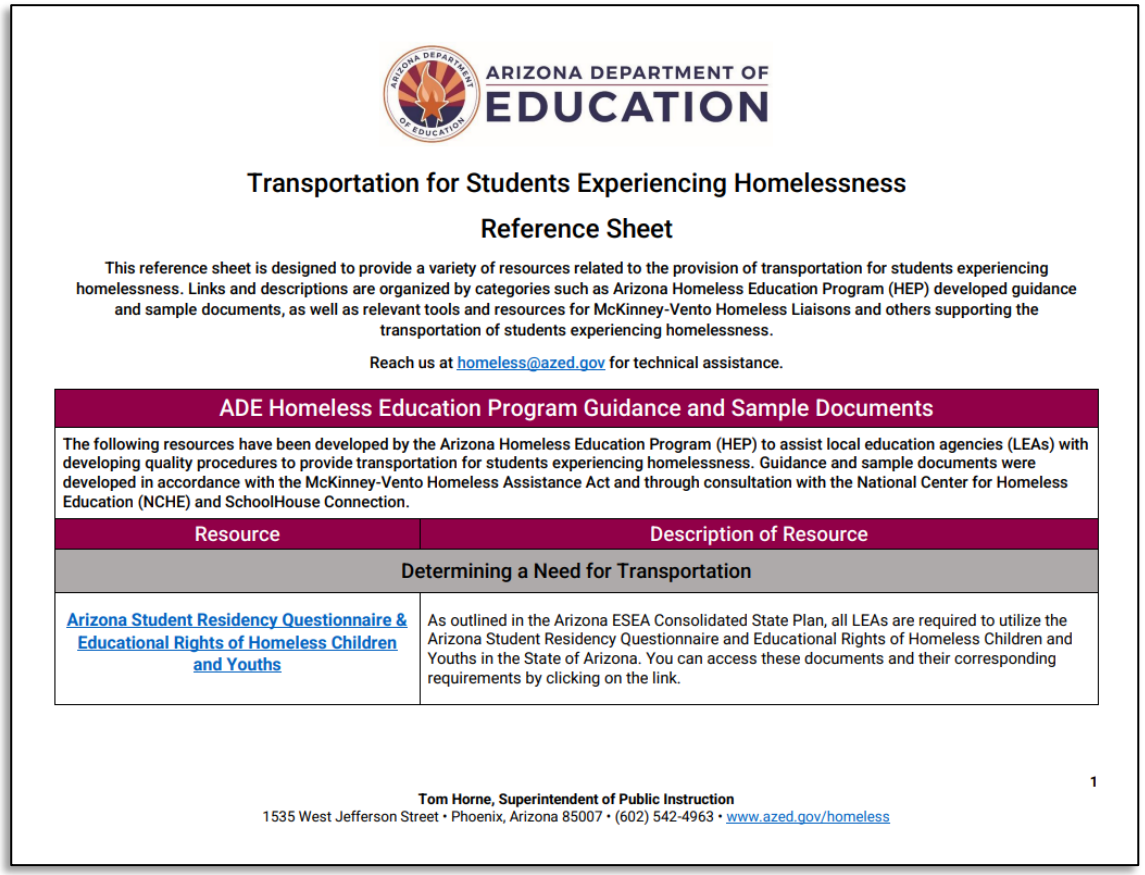
Homeless Education

National Center for Homeless Education NCHE

SchoolHouse Connection

- Arizona Homeless Education Program
- NCHE's Transporting Children and Youth Experiencing Homelessness Brief
- NCHE Resource: Service Homeless Children and Youth in Charter Schools
- NCHE's Rural Transportation for Homeless Children and Youth Experiencing Homelessness Brief
- SchoolHouse Connection's Meeting the Transportation Needs of Students Experiencing Homelessness

Transportation for Students Experiencing Homelessness Reference Sheet



ARIZONA DEPARTMENT OF EDUCATION

Transportation for Students Experiencing Homelessness

Reference Sheet

This reference sheet is designed to provide a variety of resources related to the provision of transportation for students experiencing homelessness. Links and descriptions are organized by categories such as Arizona Homeless Education Program (HEP) developed guidance and sample documents, as well as relevant tools and resources for McKinney-Vento Homeless Liaisons and others supporting the transportation of students experiencing homelessness.

Reach us at homeless@azed.gov for technical assistance.

ADE Homeless Education Program Guidance and Sample Documents	
The following resources have been developed by the Arizona Homeless Education Program (HEP) to assist local education agencies (LEAs) with developing quality procedures to provide transportation for students experiencing homelessness. Guidance and sample documents were developed in accordance with the McKinney-Vento Homeless Assistance Act and through consultation with the National Center for Homeless Education (NCHE) and SchoolHouse Connection.	
Resource	**Description of Resource**
Determining a Need for Transportation	
Arizona Student Residency Questionnaire & Educational Rights of Homeless Children and Youths	As outlined in the Arizona ESEA Consolidated State Plan, all LEAs are required to utilize the Arizona Student Residency Questionnaire and Educational Rights of Homeless Children and Youths in the State of Arizona. You can access these documents and their corresponding requirements by clicking on the link.

1

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-4963 • www.azed.gov/homeless

As we move through today's session, you can access guidance documents, sample forms, and useful resources in this reference sheet!

Pre-Assessment

Let’s test your knowledge.

Pre-Assessment

1. If an LEA does not provide transportation for housed students, it is not required to provide transportation for students experiencing homelessness.
2. Transportation may be denied because the temporary residence is outside district boundaries, the commute is lengthy or the time required exceeds the district's policy.
3. If an LEA cannot successfully coordinate transportation with the sharing district, the following actions may be taken to resolve the matter. (Select all that apply)
4. Who is ultimately responsible for ensuring transportation is provided in accordance with McKinney-Vento requirements? Select the correct answer or answers.
5. The McKinney-Vento Homeless Liaison is required to participate in discussions related to funding decisions related to transportation for homeless children and youth.

Statutory Requirements Foundations



- Statutory Requirements Foundations
- Transportation and School Stability
- Why Transportation Matters

Statutory Foundations for Transportation and School Stability

McKinney-Vento Transportation Requirements

School Stability

- Continue a student's education in the school of origin when it is in the student's best interest.
- Best interest decisions must be individualized and student-centered.
- Presume that remaining in the school of origin is in the student's best interest.

Transportation to the School of Origin

- Provide or arrange transportation to and from the school of origin upon request from a parent, guardian, or unaccompanied youth.

Written Notification & Dispute Rights

- Provide written notification of eligibility and school placement determinations, including how transportation will be addressed.
- Inform parents, guardians, and unaccompanied youth of their right to dispute decisions.

Coordination (Internal and External)

- Coordinate transportation when a student resides outside of the school of origin boundary.
- If outside the LEAs boundaries, the LEAs must determine how responsibility and costs will be shared.

Removal of Barriers

- Review and revise policies, procedures, and practices that may create barriers to identification, enrollment, attendance, school stability, or full participation.

42 U.S.C. §§ 11432(g)(1)(I), 11432(g)(1)(J)(iii), 11432(g)(3)(A), 11432(g)(3)(B), and 11432(g)(3)(E)

General Transportation Requirement Removal of Barrier

- "Some situations exist in which an LEA must provide transportation assistance for a student experiencing homelessness that **may exceed what is provided to other students** because LEAs and schools are required to **remove barriers** to the school enrollment and attendance of children and youth experiencing homelessness, including transportation barriers." *"Transporting Children and Youth, NCHE Brief"*

- **Comparable services** shall be provided to students experiencing homelessness to remove any barriers to their full participation. In addition, **if a standard service or policy poses a barrie**r to a homeless student's full participation (enrollment, daily and on-time attendance, extra-curricular opportunities, etc.), the LEA must coordinate services to **remove that barrier**. (42 U.S.C. §§ 11432(g)(1)(I), (g)(4))

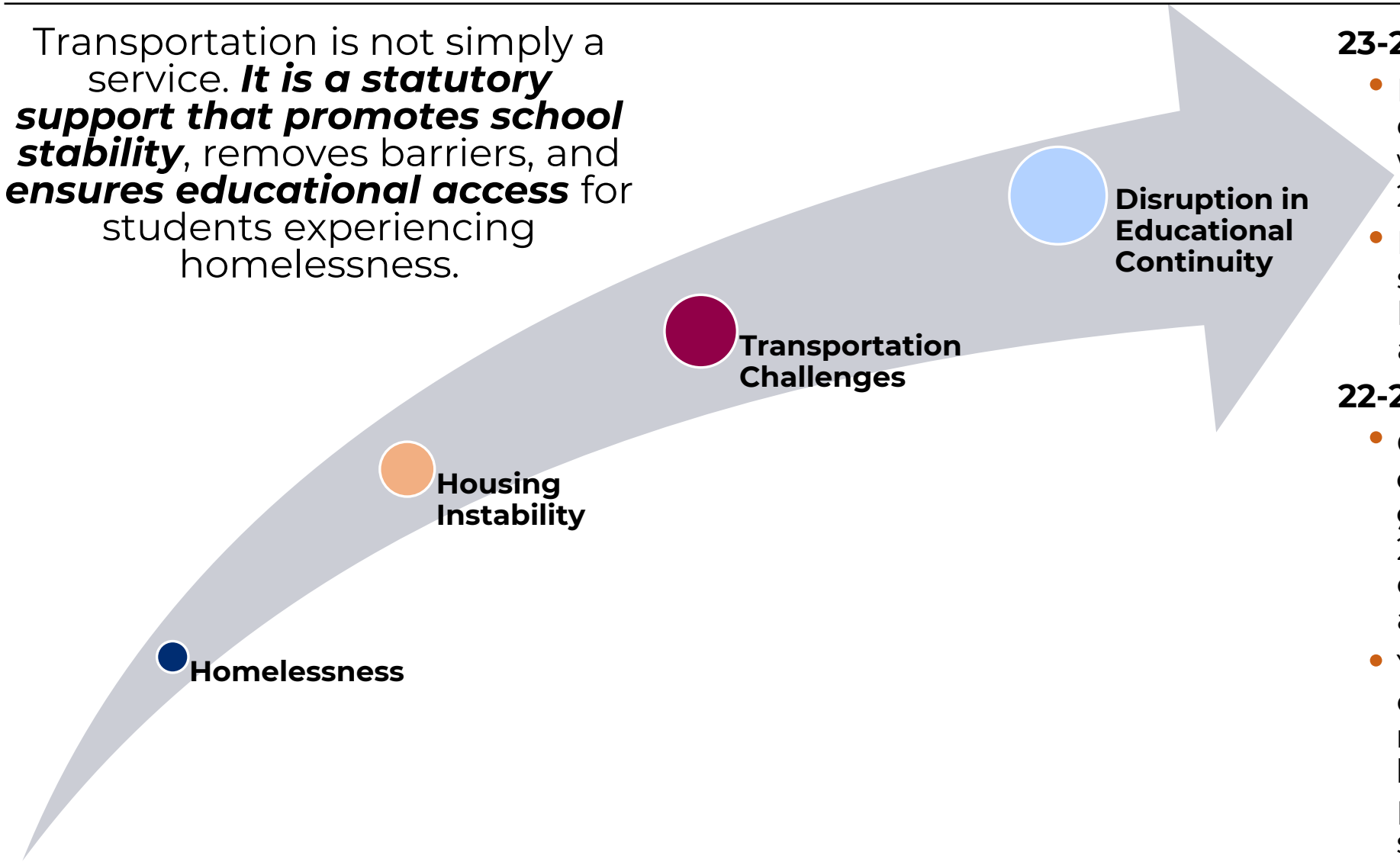
Transportation Coordination Routing Time Frame

- The LEA McKinney-Vento Transportation Procedure must rest on the individualized and **student-centered best interest** determinations, not on blanket statement of mileage limits and specific routing times frames.

- **Applying local policies** that establish **blanket routing times** for transportation to students experiencing homelessness would **violate** the **McKinney-Vento Act**. The federal law supersedes any contrary state or local policies 42 USC §11432(g)(3)(A).

Why Transportation Matters

Transportation is not simply a service. ***It is a statutory support that promotes school stability***, removes barriers, and ***ensures educational access*** for students experiencing homelessness.



23-24 SY

- More than **1.5 million students** experiencing **homelessness** were identified nationwide in 2023-2024
- Nearly **48%** of identified students experiencing homelessness were chronically absent.

22-23 SY

- Only **69.1%** of students **experiencing homelessness graduated** nationally in 2022-2023, compared to 81.9% of other low-income students and 86.7% of all students.
- Youth without a high school diploma or GED are **4.5 times more likely to experience homelessness** than their peers who complete high school.

Responsibilities of the McKinney-Vento Homeless Liaison

Review of Statutory Requirements

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.

42 U.S.C. § 11432 (g)(6)

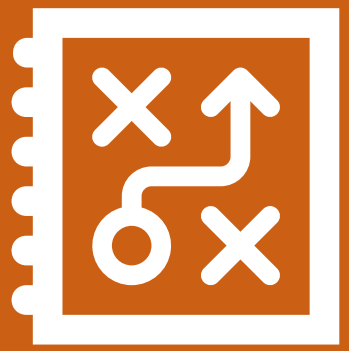
Requirements of Arizona McKinney-Vento Homeless Liaisons

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)

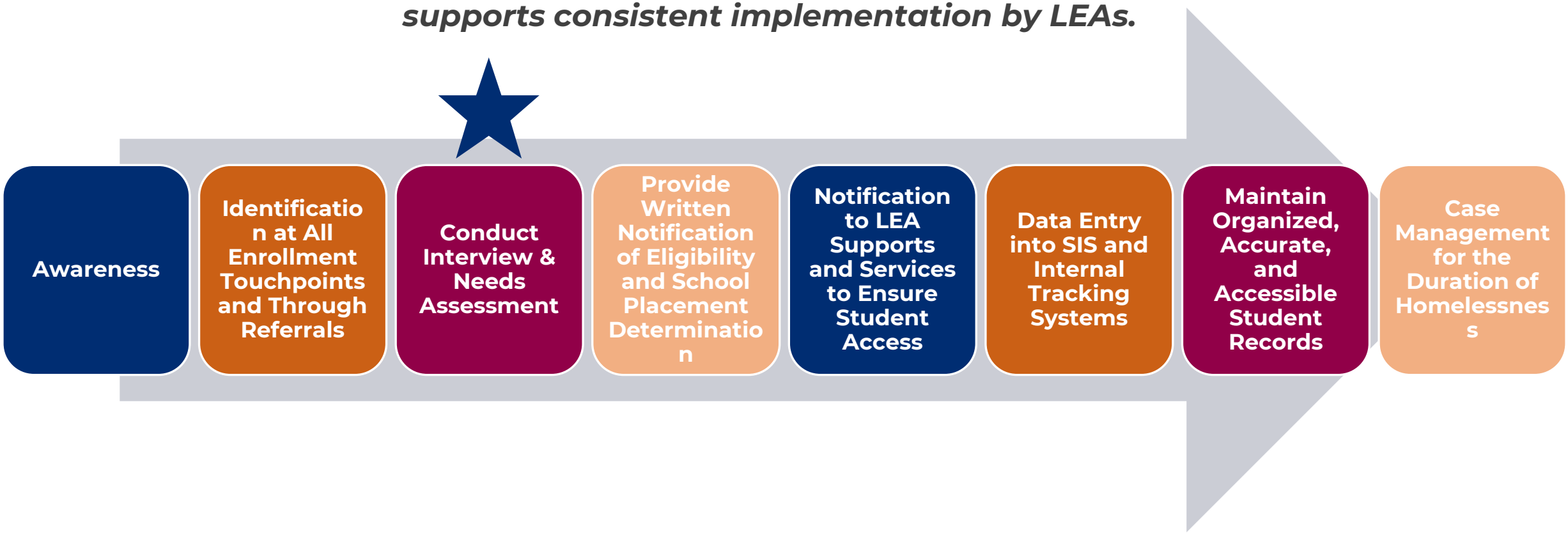
Transportation Decision Making Framework



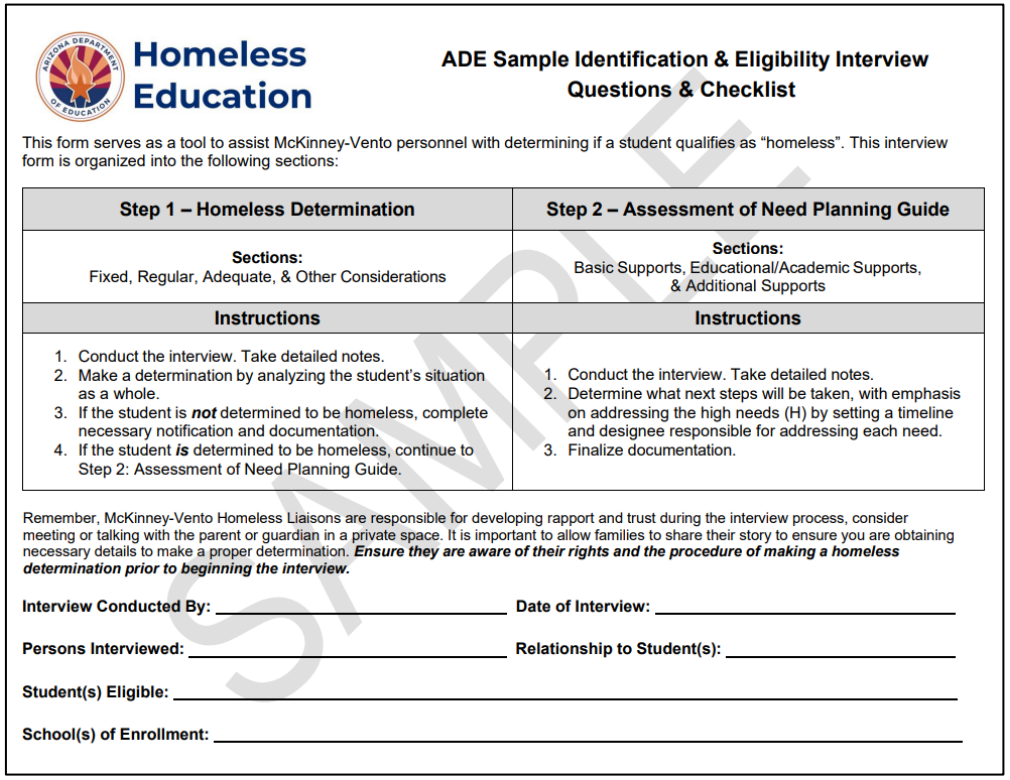
- McKinney-Vento Identification Process
  - Interview and Needs Assessment
  - Eligibility Decision
  - Written Notification
  - Services Determined
  - Case management
- Transportation Decision Making Framework

Identification
Review of Process

The following guidance outlines the required steps in the student identification process and supports consistent implementation by LEAs.



Identification & Eligibility Interview Questions & Checklist



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**
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.	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: _____

SAMPLE

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**.



Share Your Knowledge

When conducting an interview and needs assessment in which transportation needs arise, what are **additional questions** you feel are most helpful to ask?

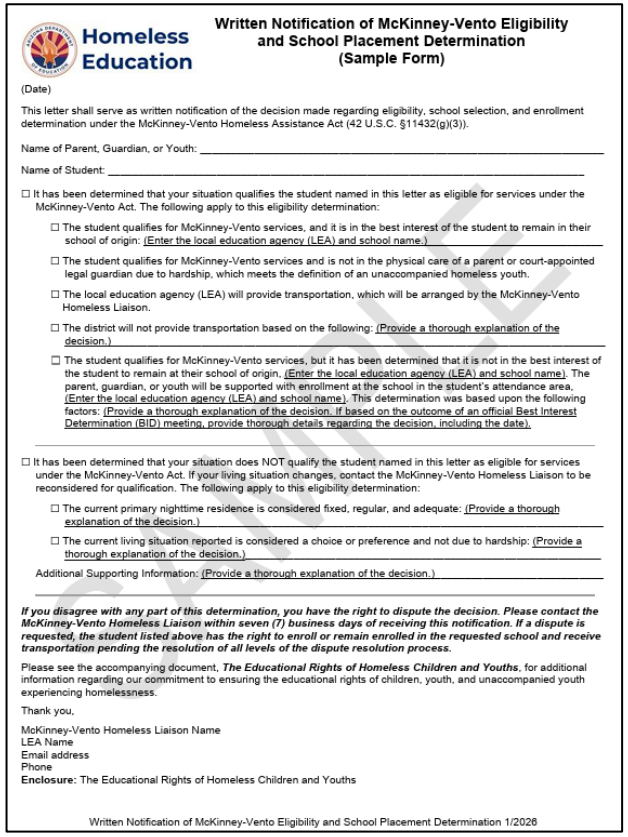
Answer in the chat!

When Transportation Needs Arise

Begin to Ask

- Does our LEA have transportation procedures established and how can I access them?
- What are the wishes of the parent?
- Is the student eligible under McKinney-Vento?
- What is the student's school of origin?
- What school placement is in the student's best interest?
- Is transportation necessary to support school stability?
- Will coordination with another LEA be required?
- Are any barriers present that require transportation not normally provided?
- What mode of transportation is necessary to support student-centered factors?
- How will timely transportation be coordinated?
- Has the written notification letter and Educational Rights of HCY been provided?

Eligibility Determination & Written Notification Letter



Homeless Education

Written Notification of McKinney-Vento Eligibility and School Placement Determination (Sample Form)

(Date)

This letter shall serve as written notification of the decision made regarding eligibility, school selection, and enrollment determination under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11432(g)(3)).

Name of Parent, Guardian, or Youth: _____

Name of Student: _____

☐ It has been determined that your situation qualifies the student named in this letter as eligible for services under the McKinney-Vento Act. The following apply to this eligibility determination:

- ☐ The student qualifies for McKinney-Vento services, and it is in the best interest of the student to remain in their school of origin: (Enter the local education agency (LEA) and school name.)
- ☐ The student qualifies for McKinney-Vento services and is not in the physical care of a parent or court-appointed legal guardian due to hardship, which meets the definition of an unaccompanied homeless youth.
- ☐ The local education agency (LEA) will provide transportation, which will be arranged by the McKinney-Vento Homeless Liaison.
- ☐ The district will not provide transportation based on the following: (Provide a thorough explanation of the decision.)
- ☐ The student qualifies for McKinney-Vento services, but it has been determined that it is not in the best interest of the student to remain at their school of origin, (Enter the local education agency (LEA) and school name). The parent, guardian, or youth will be supported with enrollment at the school in the student's attendance area, (Enter the local education agency (LEA) and school name). This determination was based upon the following factors: (Provide a thorough explanation of the decision. If based on the outcome of an official Best Interest Determination (BID) meeting, provide thorough details regarding the decision, including the date).

☐ It has been determined that your situation does NOT qualify the student named in this letter as eligible for services under the McKinney-Vento Act. If your living situation changes, contact the McKinney-Vento Homeless Liaison to be reconsidered for qualification. The following apply to this eligibility determination:

- ☐ The current primary nighttime residence is considered fixed, regular, and adequate: (Provide a thorough explanation of the decision.)
- ☐ The current living situation reported is considered a choice or preference and not due to hardship: (Provide a thorough explanation of the decision.)

Additional Supporting Information: (Provide a thorough explanation of the decision.)

If you disagree with any part of this determination, you have the right to dispute the decision. Please contact the McKinney-Vento Homeless Liaison within seven (7) business days of receiving this notification. If a dispute is requested, the student listed above has the right to enroll or remain enrolled in the requested school and receive transportation pending the resolution of all levels of the dispute resolution process.

Please see the accompanying document, ***The Educational Rights of Homeless Children and Youths***, for additional information regarding our commitment to ensuring the educational rights of children, youth, and unaccompanied youth experiencing homelessness.

Thank you,

McKinney-Vento Homeless Liaison Name
LEA Name
Email address
Phone
Enclosure: The Educational Rights of Homeless Children and Youths

Written Notification of McKinney-Vento Eligibility and School Placement Determination 1/2026

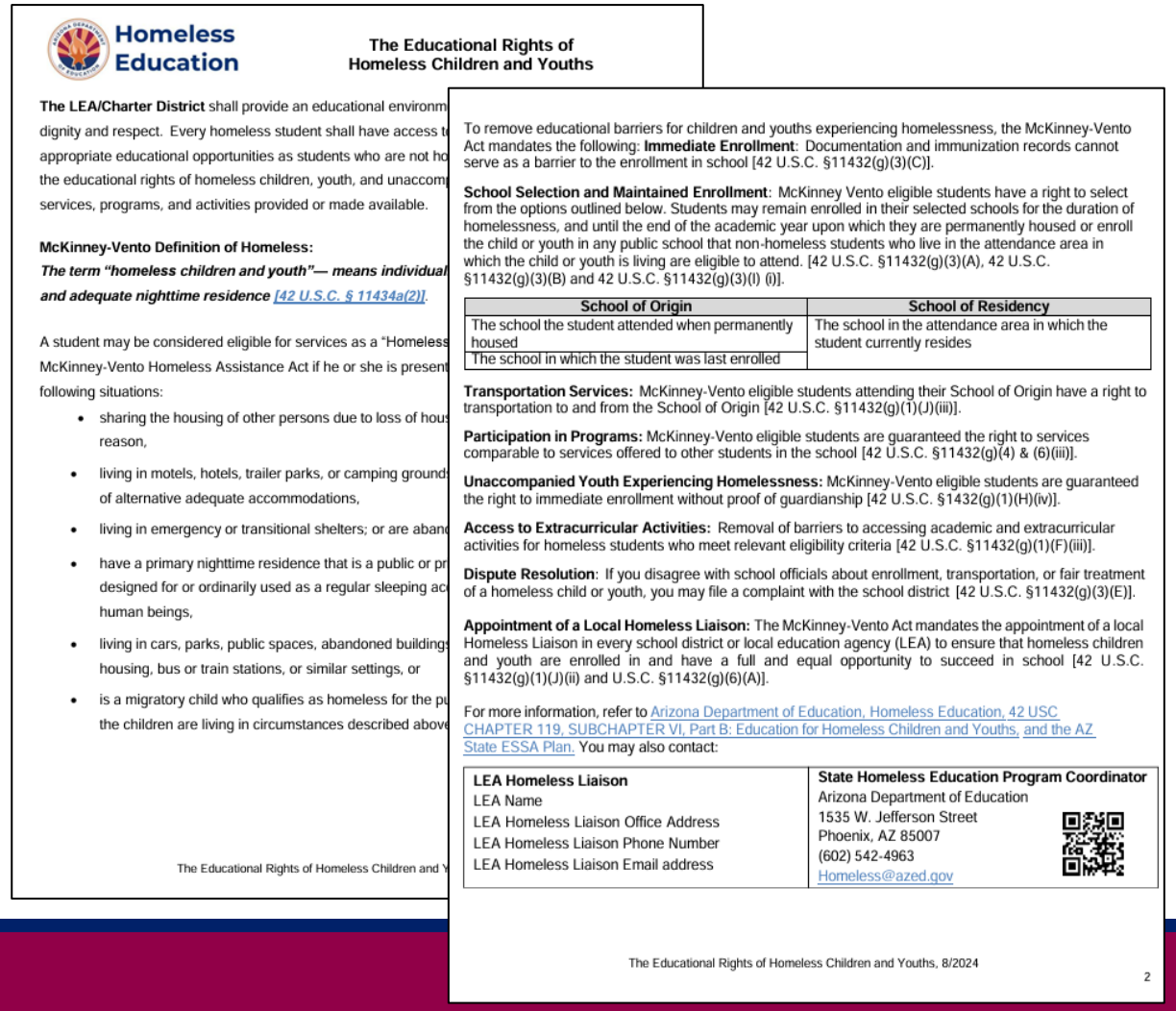
SAMPLE

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

LEAs are ***required*** to:

- **Provide** to parent, guardian or unaccompanied homeless youth **written notice** of decisions related to school selection or enrollment,
- **Include** a **detailed explanation** regarding the **determination**, and
- **Provide** a **detailed explanation** of **decisions** related to **transportation**
- 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**

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 environm
dignity and respect. Every homeless student shall have access t
appropriate educational opportunities as students who are not ho
the educational rights of homeless children, youth, and unaccomp
services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:

The term "homeless children and youth"— means individual
and adequate nighttime residence *[42 U.S.C. § 11434a(2)].*

A student may be considered eligible for services as a "Homeless
McKinney-Vento Homeless Assistance Act if he or she is present
following situations:

- sharing the housing of other persons due to loss of hous reason,
- living in motels, hotels, trailer parks, or camping ground of alternative adequate accommodations,
- living in emergency or transitional shelters; or are aban
- have a primary nighttime residence that is a public or pr designed for or ordinarily used as a regular sleeping ac human beings,
- living in cars, parks, public spaces, abandoned building housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the pu the children are living in circumstances described above

The Educational Rights of Homeless Children and Y

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

School Selection and Maintained Enrollment: McKinney Vento eligible students have a right to select from the options outlined below. Students may remain enrolled in their selected schools for the duration of homelessness, and until the end of the academic year upon which they are permanently housed or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend. [42 U.S.C. §11432(g)(3)(A), 42 U.S.C. §11432(g)(3)(B) and 42 U.S.C. §11432(g)(3)(I) (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. §1432(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	State Homeless Education Program Coordinator
LEA Name LEA Homeless Liaison Office Address LEA Homeless Liaison Phone Number LEA Homeless Liaison Email address	Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 Homeless@azed.gov

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

2

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

Best Practices An Exemplar



- Tolleson Union High School District
  - Develop, Review and Revise Policy, Procedures and Practices
  - Key Takeaways
- Technical Assistance
  - Arizona HEP Support and Collaboration
- Monitoring
  - Experience

Goal 1: Review, Develop & Revise Homeless Education Program

Policy, Procedures



Review Process

- Low **identification rates**, need to learn why
- Missing written step-by-step **procedures** and consolidated internal tracking
- **Inconsistent practices** district wide. Social workers paid stipends to support with identification of HCY

Action Steps

- Meetings with internal partners
- Technical assistance with the Arizona HEP

Develop & Revise

- **Written procedures** or each program element
- Master **internal tracking sheet**
- **Revise** social worker job descriptions, add HCY identification **responsibilities**

Implement

- Bi-weekly data integrity checks process established
- Site-Based MVL/Social Worker training to ensure alignment with responsibilities.

Goal 2: Review, Develop & Revise Homeless Education Program

Enrollment, Identification, Referral



Review Process

- **Identification missing** in Enrollment Touchpoints
- Online enrollment **missing** required Educational **Rights** of Homeless Children and Youths and Student Residency **Questionnaire**.
- **Referral process missing** (following OLR, and during school year)

Action Steps

- Meetings with internal partners
- Meeting with SIS vendor
- Technical assistance with the Arizona HEP

Develop & Revise

- **Written procedures** for each program element
- Master **internal tracking sheet**
- **Revise** social **worker job descriptions**, **add HCY** identification **responsibilities**

Implement

- Bi-weekly data integrity checks process established
- Site-Based MVL/Social Worker training to ensure alignment with responsibilities.

Goal 3: Review, Develop & Revise Homeless Education Program

District-Level Coordination



Review Process

- Liaison was **not sharing data** related to number of **HCY identified**.
- Liaison was **not involved** in **funding** discussions or decisions that would impact programmatic elements.
- **Inconsistent practices district wide**. Social workers paid stipends to support with identification of HCY

Action Steps

- Meetings with internal partners
- Technical assistance with the Arizona HEP
- Evaluate program for needs through assessment
- Assess previous and current Title I Part-A Set Aside
- Consider EHCY subgrant funding options

Develop & Revise

- **Develop and revise** social worker **job descriptions**, add HCY identification responsibilities.
- Establish process to **meet** with **Federal Grants Director on a regular basis.**
- **Evaluate program** and grant **funding** on a regular basis and **adjust** where needed

Implement

- Liaison given view access to the ESEA grant.
- Liaison contact information added to GME contacts.

Goal 4: Review, Develop & Revise Homeless Education Program

Transportation

Review Process

- Site-Based Liaison/Social Worker was managing their own process and work.
- **Inconsistent practices** district wide.
- **Shared transportation** coordination was **inconsistent** and no accountability.
- **Missing** written step-by-step **procedures**.

Action Steps

- Meetings with internal and external (other LEAs) partners to learn what each person was doing and responsible for.
- Technical assistance with the Arizona HEP.
- Assess funding (Homeless Set-Aside and EHCY)
- Review current modes of transportation.

Develop & Revise

- Establish a **standardized transportation process** that includes **written procedures**, required **forms**, alternative **transportation modes**, and **coordination** with transportation staff.
- **Utilize transportation request data to assess need**, inform **funding decisions**, and proactively **address transportation barriers**.

Implement

- Standardized transportation procedures, forms, and agreements.
- Coordinate and train transportation staff.
- Monitor requests, barriers, and funding needs to support continuous improvement.



Reflection

After listening to the process Angela underwent to identify areas for programmatic **revision** and **development**, which one **resonates** with you most?

Answer in the poll!

Promising Practices
Advice from One Colleague to Another

State Coordinators are required to **provide technical assistance** and **monitoring** to LEAs to **support compliance** with the McKinney-Vento Act and **implementation** of federal **requirements**. (42 U.S.C. § 11432(f)(5)).

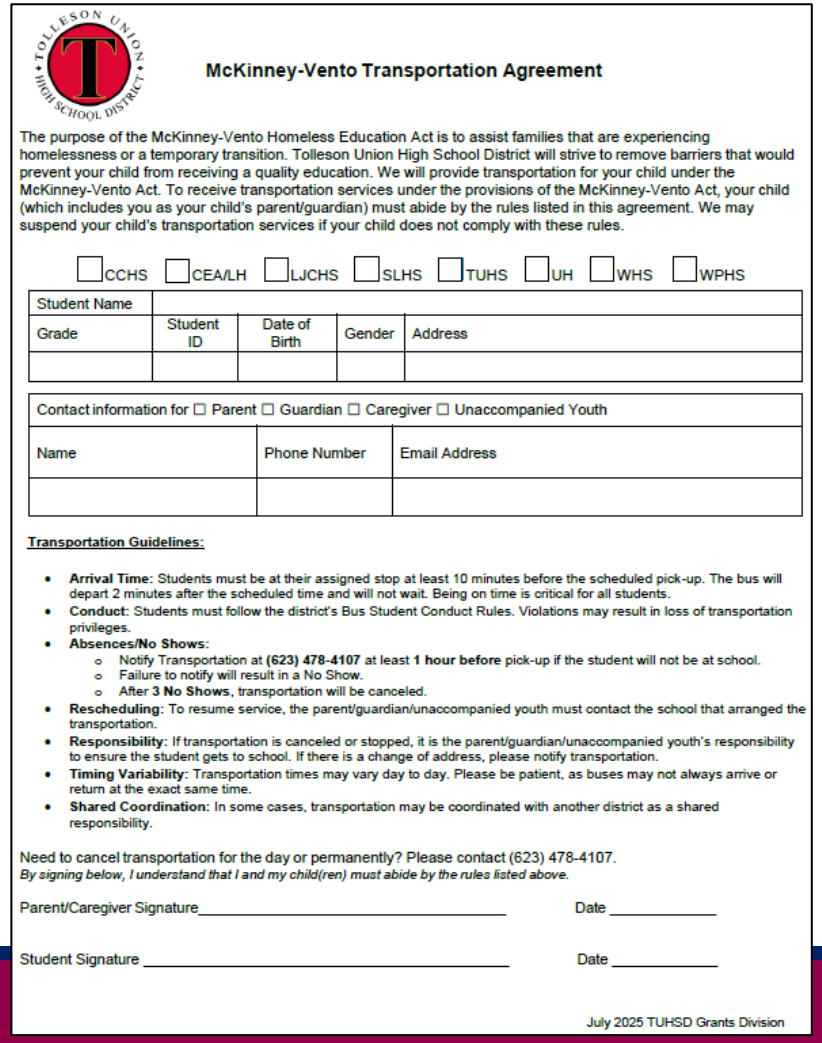
- **Request** targeted support from the Arizona HEP.
- Complete an **assessment** of your **capacity**.
- **Set** realistic timelines and **goals**.
- **Solicit support** from your **leadership**.
- Begin **review** of **policy** and **procedures** now, don't wait!
- **Triage** the elements that need to be developed, and reviewed,
- Create **systems** of **support** with your **colleagues** and peers serving in the same role.
- ***Be patient with yourself. Systematic change takes time.***

Promising Practices
Advice from One Colleague to Another

SEAs and LEAs shall ***review and undertake steps to revise policy, procedures, or practices,*** that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.
42 U.S.C. § 11432(g)(1)(I)

- **Utilize resources** on the Arizona Homeless Education Program website!
- **Attend professional learning to help grow your skills and learn from leaders and your peers**
- **Dispute Resolution Preparedness**
- **Implement procedures**, and incorporate required **forms**, and guidance documents. Interview and Needs Assessment Tool
  - Internal Tracking Sheet
  - Transportation Tracking Sheet
  - Transportation Request Form
  - Transportation Agreement
  - Case Management System for Notes

Promising Practices
Advice from One Colleague to Another



McKinney-Vento Transportation Agreement

The purpose of the McKinney-Vento Homeless Education Act is to assist families that are experiencing homelessness or a temporary transition. Tolleson Union High School District will strive to remove barriers that would prevent your child from receiving a quality education. We will provide transportation for your child under the McKinney-Vento Act. To receive transportation services under the provisions of the McKinney-Vento Act, your child (which includes you as your child's parent/guardian) must abide by the rules listed in this agreement. We may suspend your child's transportation services if your child does not comply with these rules.

☐ CCHS ☐ CEA/LH ☐ LJCHS ☐ SLHS ☐ TUHS ☐ UH ☐ WHS ☐ WPHS

Student Name				
Grade	Student ID	Date of Birth	Gender	Address

Contact information for ☐ Parent ☐ Guardian ☐ Caregiver ☐ Unaccompanied Youth		
Name	Phone Number	Email Address

Transportation Guidelines:

- **Arrival Time**: Students must be at their assigned stop at least 10 minutes before the scheduled pick-up. The bus will depart 2 minutes after the scheduled time and will not wait. Being on time is critical for all students.
- **Conduct**: Students must follow the district's Bus Student Conduct Rules. Violations may result in loss of transportation privileges.
- **Absences/No Shows**:
  - Notify Transportation at **(623) 478-4107** at least **1 hour before** pick-up if the student will not be at school.
  - Failure to notify will result in a No Show.
  - After **3 No Shows**, transportation will be canceled.
- **Rescheduling**: To resume service, the parent/guardian/unaccompanied youth must contact the school that arranged the transportation.
- **Responsibility**: If transportation is canceled or stopped, it is the parent/guardian/unaccompanied youth's responsibility to ensure the student gets to school. If there is a change of address, please notify transportation.
- **Timing Variability**: Transportation times may vary day to day. Please be patient, as buses may not always arrive or return at the exact same time.
- **Shared Coordination**: In some cases, transportation may be coordinated with another district as a shared responsibility.

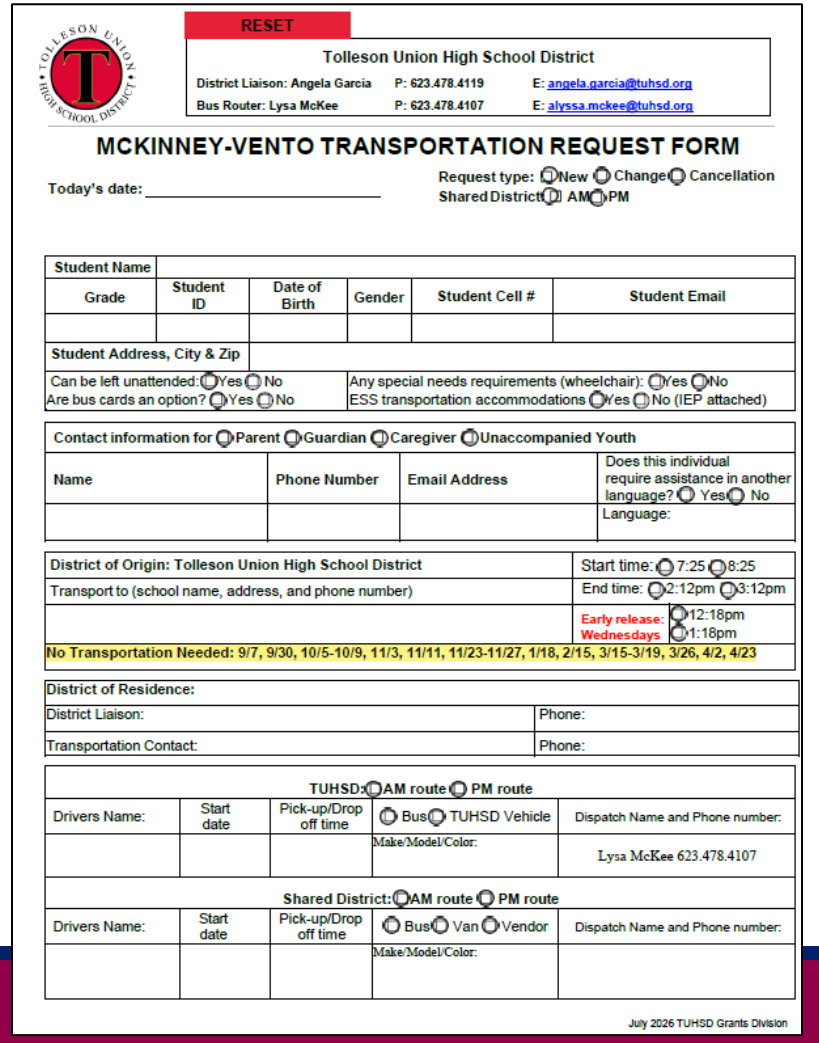
Need to cancel transportation for the day or permanently? Please contact (623) 478-4107.

By signing below, I understand that I and my child(ren) must abide by the rules listed above.

Parent/Caregiver Signature_____ Date _____

Student Signature _____ Date _____

July 2025 TUHSD Grants Division



RESET

Tolleson Union High School District

District Liaison: Angela Garcia P: 623.478.4119 E: angela.garcia@tuhsd.org

Bus Router: Lysa McKee P: 623.478.4107 E: alyssa.mckee@tuhsd.org

MCKINNEY-VENTO TRANSPORTATION REQUEST FORM

Today's date: _____

Request type: ◯ New ◯ Change ◯ Cancellation

Shared District ◯ AM ◯ PM

Student Name					
Grade	Student ID	Date of Birth	Gender	Student Cell #	Student Email
Student Address, City & Zip					

Can be left unattended: ◯ Yes ◯ No
Are bus cards an option? ◯ Yes ◯ No

Any special needs requirements (wheelchair): ◯ Yes ◯ No
ESS transportation accommodations ◯ Yes ◯ No (IEP attached)

Contact information for ◯ Parent ◯ Guardian ◯ Caregiver ◯ Unaccompanied Youth			
Name	Phone Number	Email Address	Does this individual require assistance in another language? ◯ Yes ◯ No
			Language:

District of Origin: Tolleson Union High School District	Start time: ◯ 7:25 ◯ 8:25
Transport to (school name, address, and phone number)	End time: ◯ 2:12pm ◯ 3:12pm
	Early release Wednesdays: ◯ 12:18pm ◯ 1:18pm
No Transportation Needed: 9/7, 9/30, 10/5-10/9, 11/3, 11/11, 11/23-11/27, 1/18, 2/15, 3/15-3/19, 3/26, 4/2, 4/23	

District of Residence:	
District Liaison:	Phone:
Transportation Contact:	Phone:

TUHSD: ◯ AM route ◯ PM route

Drivers Name:	Start date	Pick-up/Drop off time	◯ Bus ◯ TUHSD Vehicle	Dispatch Name and Phone number:
			Make/Model/Color:	Lysa McKee 623.478.4107

Shared District: ◯ AM route ◯ PM route

Drivers Name:	Start date	Pick-up/Drop off time	◯ Bus ◯ Van ◯ Vendor	Dispatch Name and Phone number:
			Make/Model/Color:	

July 2026 TUHSD Grants Division

TUHSD McKinney Vento - Transportation Procedures
2026-2027

Step	Instructions	Resources	Person Responsible
1	McKinney Vento student/family requests transportation services.		Student/family
2	Offer alternative transportation methods, bus passes and/or mileage reimbursement. Save all documents in SharePoint student files.	Bus Pass Log	Site Liaison
Proceed if needed			
3	Complete the Transportation Request Form.	Transportation Request Form	Site Liaison
4	Email the Transportation Request Form to Angela.		
5	Save the Transportation Request form in the SharePoint student file.		
6	Provide the Transportation Agreement form to the family.	Transportation Agreement Form	Site Laison
7	Save the Transportation Agreement form in SharePoint student file.		
8	Coordinate transportation between TUHSD and the student's school of residency.	District Contacts	District Liaison (Angela)
9	Update student transportation in Synergy and confirm with district liaison.		District Liaison (Angela)
10	Email transportation details to the family, student, and site liaison.		District Liaison (Angela)
11	Provided transportation details to the student & site liaison via TEAMS chat.		District Liaison (Angela)
12	All transportation documents are verified/saved in SharePoint student files.		District Liaison (Angela)

Targeted Technical Assistance

Fall 23-24 SY

Requested Arizona HEP consultation and technical assistance.

Reviewed existing policies and procedures.

Established timeline and key meeting dates.

Fall 24-25 SY

Arizona HEP invited to participate in the TUHSD Professional Development Day as a presenter.

Began review of procedures with Arizona HEP

Spring 24-25 SY

Reviewed transportation procedures and planned implementation of required McKinney-Vento forms.

Continued support from the Arizona HEP.

Fall 25-26 SY

Implemented distribution of required McKinney-Vento enrollment forms.

Launched transportation procedures and internal tracking system.

Refined student identification practices and liaison responsibilities.

Spring 25-26 SY

Online enrollment implementation completed.

Homeless student identification increased.

Transportation processes streamlined.

LEA Selected for Onsite ESEA Programmatic Monitoring: Successful!

Fall 26-27

Continued technical assistance with Arizona HEP.

Continue the review, revise and development of programmatic elements as needed.

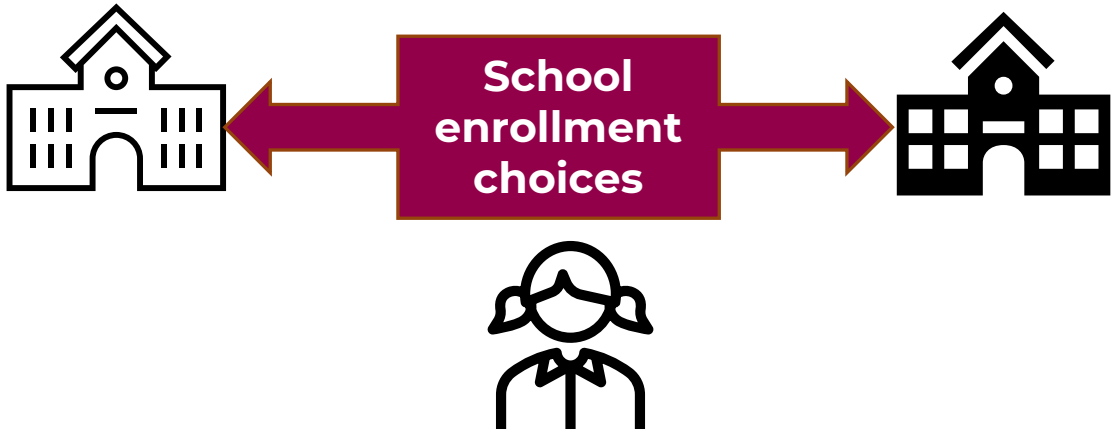
Transportation Right to School of Origin



Permanent Housing

Temporary Housing

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



XYZ School
School in attendance area of temporary housing. This is the school of residence.

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).

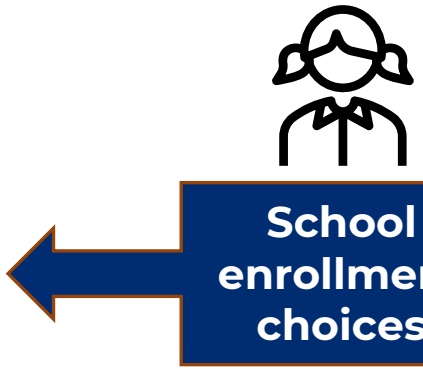
Shared Transportation Requirement & Coordination



Permanent Housing

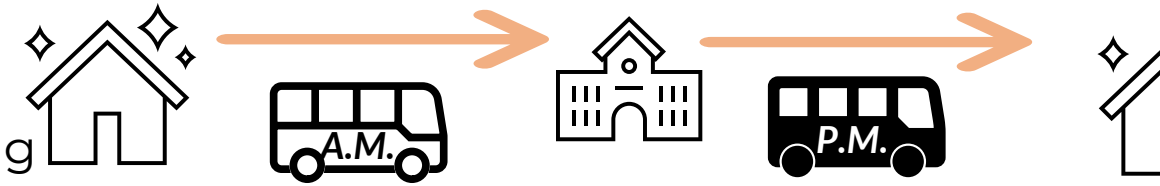
Temporary Housing

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



XYZ School
School in attendance area of temporary housing. This is the school of residence.

Transportation is Coordinated & Routed



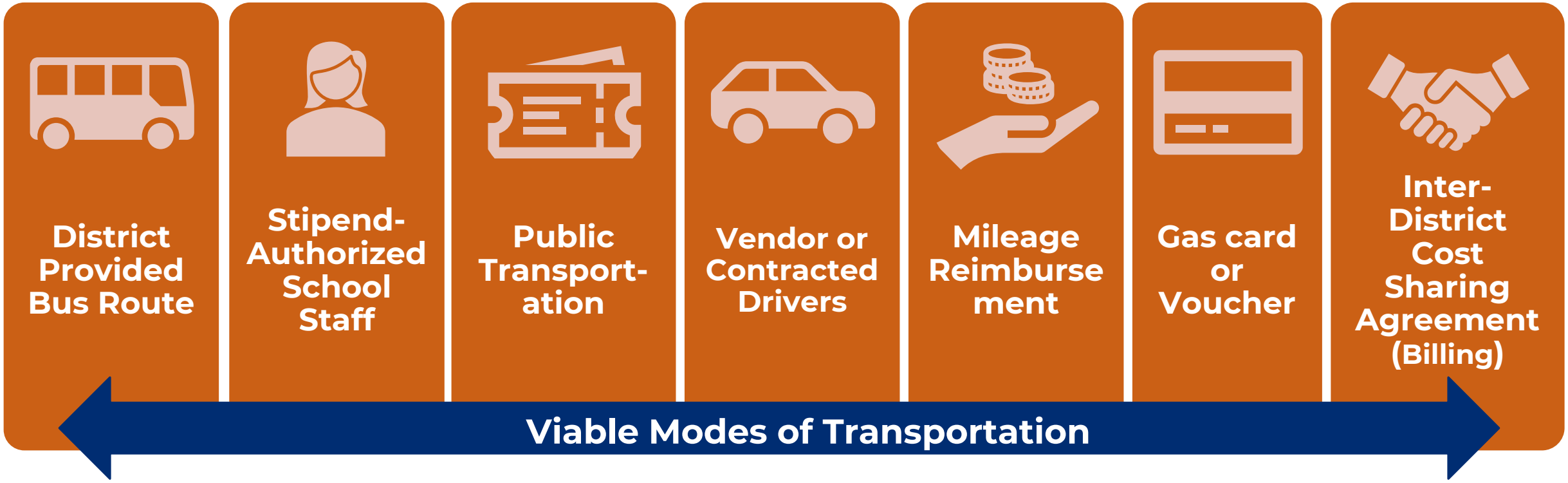
Temporary Housing

Temporary Housing

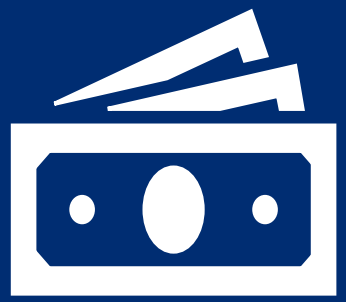
LEAs must **collaborate** and **coordinate** to provide **school of origin transportation** and determine cost-sharing. If an agreement cannot be reached, responsibility and costs **must be shared equally**.(42 U.S.C. § 11432(g)(1)(J)(iii)(II))

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.



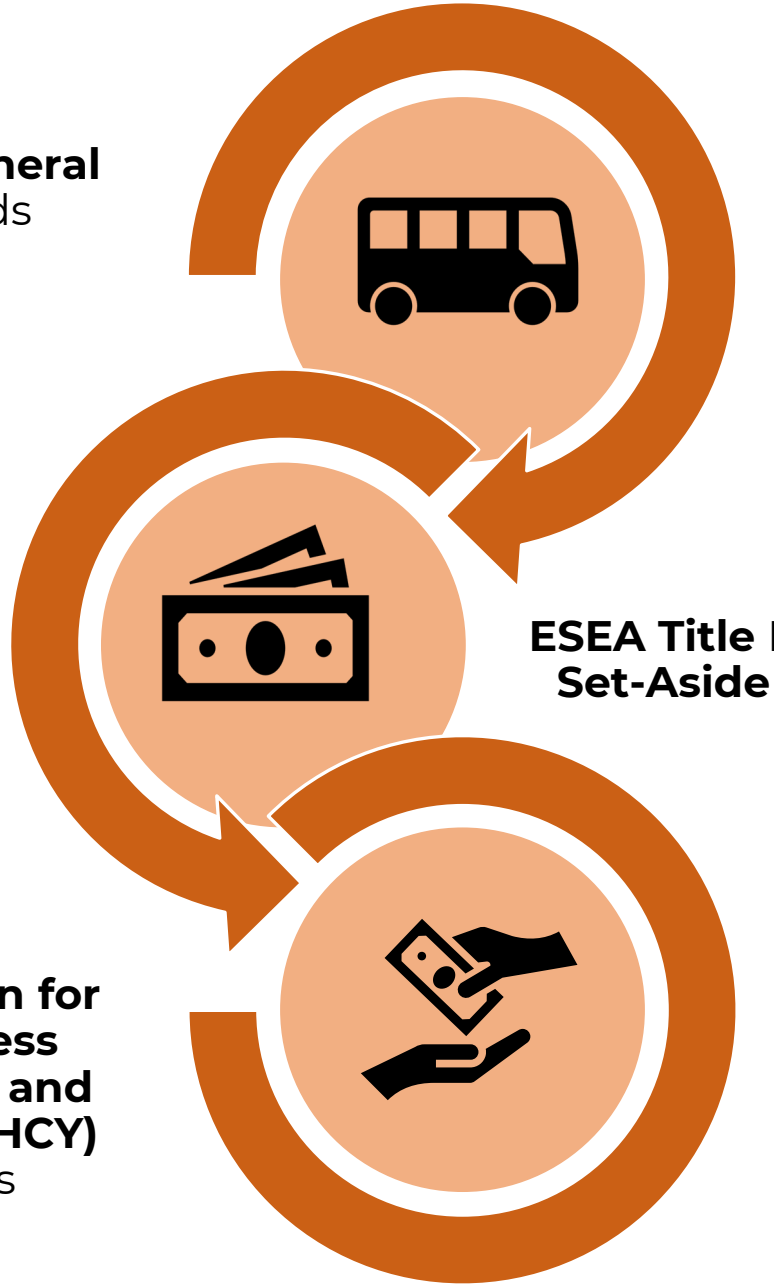
Homeless Education Program Funding Resources



LEA General Funds

ESEA Title I, Part A Set-Aside Funds

Education for Homeless Children and Youth (EHCY) Funds



Purpose

McKinney-Vento Homeless Assistance Act

Remove barriers for children & youth experiencing homelessness to ensure **equal access** to the **same free, appropriate public education**, including a public preschool education, as provided to other children & youth

Main Provisions

- **Access to all activities**
- **Academic supports**
- **Extracurricular activities**
- **Identification & immediate enrollment**
- **School stability and educational success**
- **Transportation**

EHCY Grant Funds

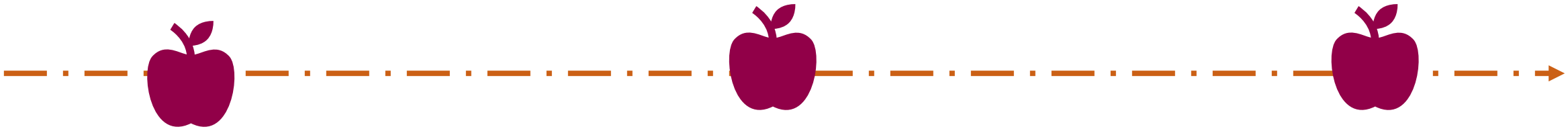
- **Supplement services**
- **Eliminate barriers** for children and youth experiencing homelessness:
  - **Identification**
  - **Immediate enrollment**
  - **Attendance**
  - **Academic success**

Learning Scenario



- Transportation Coordination
  - Shared Transportation

Scenario: Strategies to Help Mitigate a Dispute



Student Enrollment

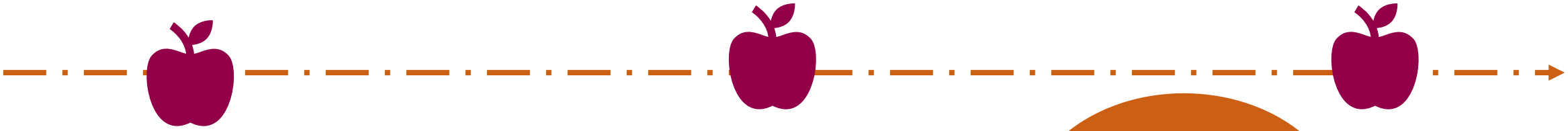
- SRQ completed
- Referral to McKinney-Vento Homeless Liaison
- Student information is added to the internal tracking sheet.

What is the Next Step? Answer in the chat.

Outreach to Parent, Guardian, Caregiver or Youth

- School of origin enrollment requested.
- Needs assessment reveals transportation is a barrier to enrollment.
- Liaison asks additional questions to explore transportation mode options. Focus is on student-centered factors and ensuring the mode doesn't cause undue burden to the family.
- The parent clearly advises the liaison that they don't own a vehicle and city bus passes would not be appropriate.

Scenario: Strategies to Help Mitigate a Dispute



McKinney-Vento Homeless Liaison Begins Coordinating Transportation

- Request forms are submitted internally and to the McKinney-Vento Homeless Liaison at the school of residence.
- They also place a phone call to advise the school of residence liaison that they've sent a request over.

Monitoring the Transportation Request

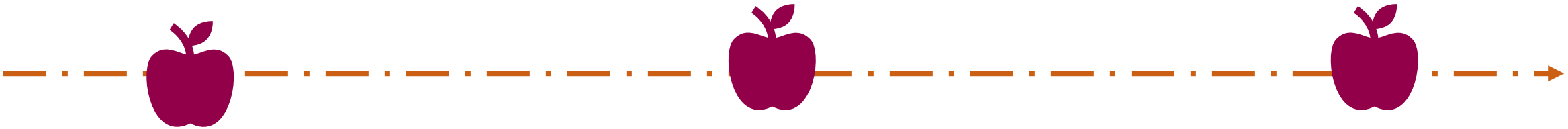
- The next day, the routing team advises the liaison the route is ready, and they'll be transported on a district van.
- The team realizes they haven't heard back from the school of residence acknowledging receipt of the request.
- The liaison sends a follow up email and calls.

What is the Next Step? Answer in the chat.

Interim Plan Initiated

- The liaison has established a procedural process to provide transportation **both directions to ensure there is no delay**. This is immediately initiated.
- The liaison continues to outreach the school of residence liaison every day.

Scenario: Strategies to Help Mitigate a Dispute



No Response

- 10 business days have passed, and the liaison has not heard form the school of residence McKinney-Vento Homeless Liaison.

What is the Next Step? Answer in the chat.

Required Next Steps

- Contact the State Coordinator for technical assistance
- Request a meeting with the school of residence McKinney-Vento Homeless Liaison
  - If the liaison does not agree to meet our you're unable to arrange a meeting, then,
- Request a State-Level Dispute (SEA vs. SEA)

Reflection

In this scenario, what could **each** McKinney-Vento Homeless Liaison have done to **coordinate transportation** *before* involving the Arizona Homeless Education Program?

Answer in the chat!

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

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

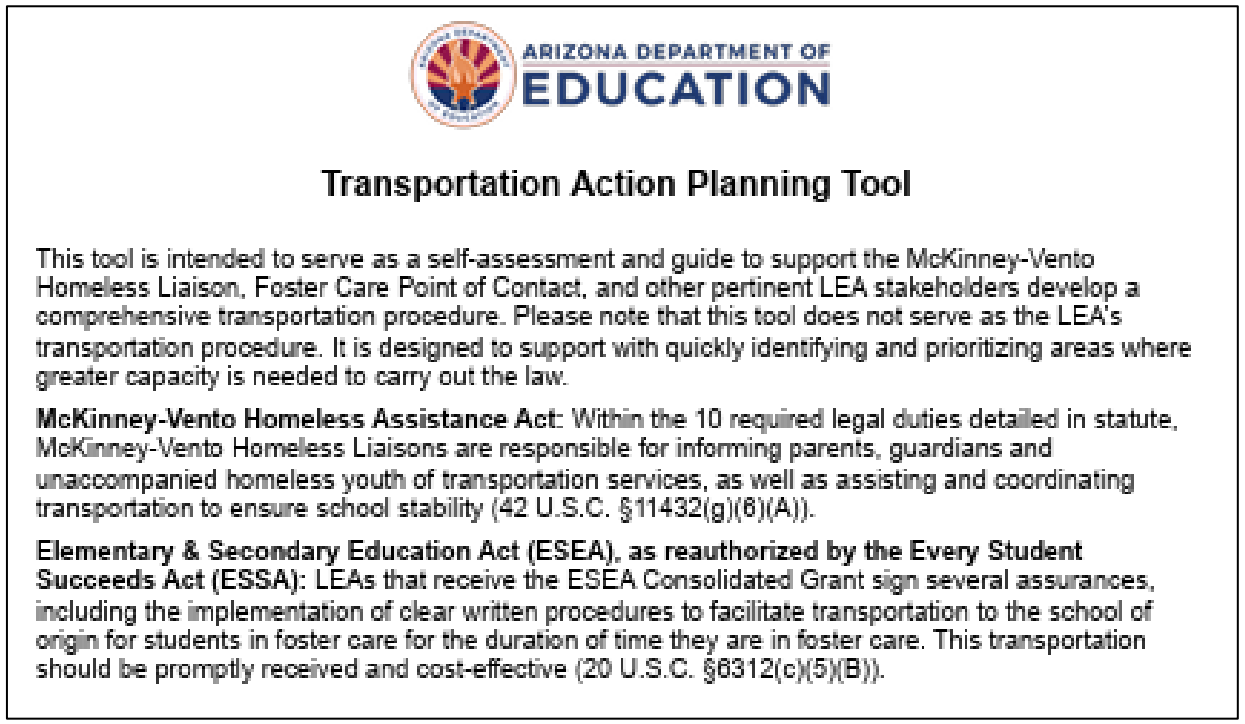


Action Today's Learning

What **action** will you take in the **next 30 days** to **begin to evaluate** the policies, procedures, and practices of your local education agency to **improve** transportation for students experiencing homelessness?

Type your answer in the chat!

Transportation Action Planning Tool



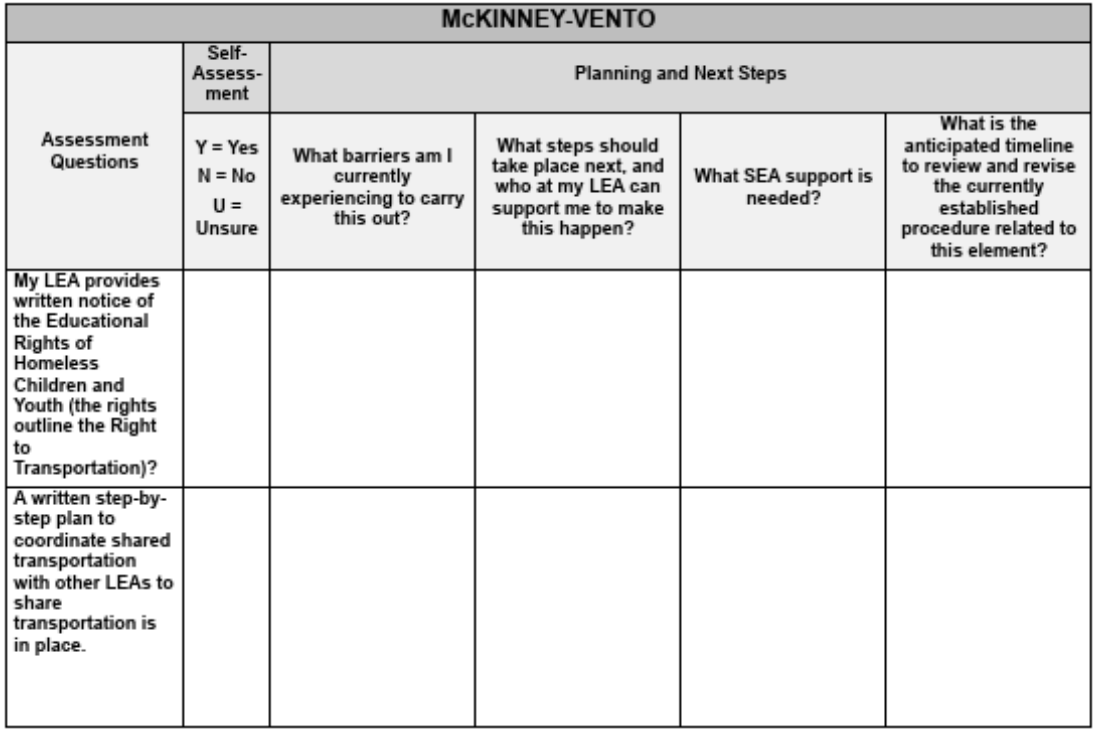
ARIZONA DEPARTMENT OF EDUCATION

Transportation Action Planning Tool

This tool is intended to serve as a self-assessment and guide to support the McKinney-Vento Homeless Liaison, Foster Care Point of Contact, and other pertinent LEA stakeholders develop a comprehensive transportation procedure. Please note that this tool does not serve as the LEA's transportation procedure. It is designed to support with quickly identifying and prioritizing areas where greater capacity is needed to carry out the law.

McKinney-Vento Homeless Assistance Act: Within the 10 required legal duties detailed in statute, McKinney-Vento Homeless Liaisons are responsible for informing parents, guardians and unaccompanied homeless youth of transportation services, as well as assisting and coordinating transportation to ensure school stability (42 U.S.C. §11432(g)(6)(A)).

Elementary & Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA): LEAs that receive the ESEA Consolidated Grant sign several assurances, including the implementation of clear written procedures to facilitate transportation to the school of origin for students in foster care for the duration of time they are in foster care. This transportation should be promptly received and cost-effective (20 U.S.C. §6312(c)(5)(B)).



McKINNEY-VENTO					
Assessment Questions	Self-Assess-ment	Planning and Next Steps			
	Y = Yes N = No U = Unsure	What barriers am I currently experiencing to carry this out?	What steps should take place next, and who at my LEA can support me to make this happen?	What SEA support is needed?	What is the anticipated timeline to review and revise the currently established procedure related to this element?
My LEA provides written notice of the Educational Rights of Homeless Children and Youth (the rights outline the Right to Transportation)?					
A written step-by-step plan to coordinate shared transportation with other LEAs to share transportation is in place.					

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

Post-Assessment

Let’s test your knowledge.

Post-Assessment

1. If an LEA does not provide transportation for housed students, it is not required to provide transportation for students experiencing homelessness.
   a. ~~True~~
   b. **False**

2. Transportation may be denied because the temporary residence is outside district boundaries, the commute is lengthy, or the time required exceeds the district's policy.
   a. ~~True~~
   b. **False**

3. If an LEA cannot successfully coordinate transportation with the sharing district, the following actions may be taken to resolve the matter. (Select all that apply)
   a. ~~Coordinate transportation both directions and not pursue the shared transportation request any further.~~
   b. **Request technical assistance from the Arizona HEP.**
   c. **Submit the SEA Level Dispute (LEA vs. LEA).**
   d. **Request a meeting to discuss the request with the sharing district.**

Post-Assessment

4. Who is ultimately responsible for ensuring transportation is provided in accordance with McKinney-Vento requirements? Select the correct answer or answers.
   a. ~~Transportation Department~~
   b. ~~LEA Business Manager or Federal Grants Administrator~~
   c. School of Origin McKinney-Vento Homeless Liaison
   d. ~~Arizona Homeless Education Program~~

5. The McKinney-Vento Homeless Liaison is required to participate in discussions related to funding decisions related to transportation for homeless children and youth.
   a. True
   b. ~~False~~

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 Homeless Education Program

Homeless@azed.gov

Angela Garcia, Tolleson Union High School District

Angela.Garcia@tuhsd.org

Office Hours