



Arizona Homeless Education Program

Required End-of-Year Procedures for Local
Homeless Education Programs

April 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.
 - Save in-depth questions for after session office hours.
 - Email homeless@azed.gov with any LEA-specific questions.
- Today's session is being recorded. The recording and presentation slides will be made available to attendees after the training.
- All resources referenced in this training as well as the recording and presentation slides will be shared following the session on the Arizona Homeless Education Program website.
- AI note-taking and other tools are not permitted in ADE sessions.

Arizona Department of Education

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

Arizona Homeless Education Program

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

Mission Statements





Meet the Team

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Achievement**
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Character Education
Mila Makal

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Language Acquisition
(OELAS)**
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**Office of Homeless,
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**21st Century Community
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Megan Cameron

Academic Achievement Division





Dr. Brittani (Didi) Roy

*Director of
Educational Policy
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**Homeless Education
Program**

**Homeless, Foster Care,
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Support**



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*Homeless Education
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*Refugee Student
Support – Lead
Program Specialist*



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*Homeless Education
Program Grants
Specialist*

Arizona Homeless Education Program





Today's Session

Common Acronyms and Terms

DOE Department of Education	ADE Arizona Department of Education	HCY Homeless Children and Youth	SIS student information system	AzEDS Arizona Education Data Standards
SEA State Education Agency	HEP Homeless Education Program	UHY Unaccompanied Homeless Youth	TA technical assistance	BID best interest determination
LEA local educational agency	SHC SchoolHouse Connection	NCHE National Center for Homeless Education	CBO community-based organization	PNTR primary nighttime residence

Guidance, Forms & Tools

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

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

Objective

Participants will develop knowledge to ensure their LEA implements **school stability** protocols for HCY by honoring **school of origin rights** for the **duration of homelessness**.

Participants will develop a clear understanding of **end-of-year data reporting requirements** for the current school year, summer programming, and upcoming school year.

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. True or False? It is the responsibility of the McKinney-Vento Homeless Liaison to ensure that previously identified homeless children and youth are re-evaluated in a new school year and identified and supported for the duration of homelessness.
2. Eligibility determinations for the new school year... (Select all that apply.)
3. What is the final date that Homeless Education Program data can be updated for accurate reporting in AzEDS?
4. True or False? HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.



SchoolHouse
Connection

Mindfulness Moment



STORYTELLING STRATEGIES FOR LIAISONS

serving children and youth experiencing homelessness



With Karen Rice
Senior Program Manager, Education Initiatives

*“**W**hen we allow the time and space and some to share their story and we listen with compassion and empathy, we build the trust that will ultimately lead to providing the services and supports that our students need to be successful.”*

[Click here to watch the video from SHC.](#)



Share Your Knowledge

What **steps** can Liaisons take at the **end of the year** to ensure that parents, guardians, and youth are able to share their story with the liaison and are **aware** of their right to **school stability** if they are still experiencing homelessness into the new school year?

Type your
answer in
the chat!

The National Low-Income Housing Coalition, 2025 Out of Reach Report

Arizona-Fair Market Rent (FMR)

ARIZONA

#13*

In **Arizona**, the Fair Market Rent (FMR) for a two-bedroom apartment is **\$1,778**. In order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn **\$5,925** monthly or **\$71,101** annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an hourly Housing Wage of:

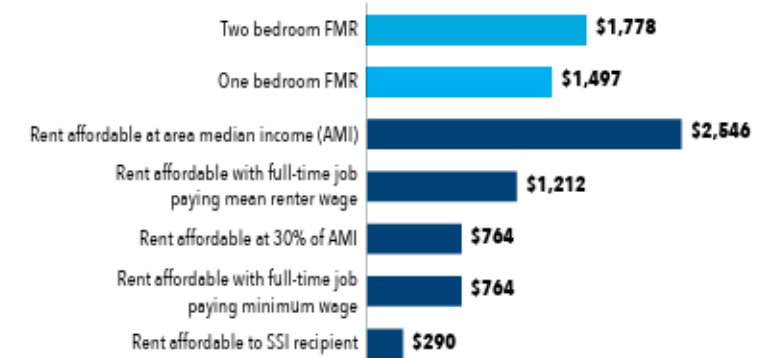
\$34.18
PER HOUR
STATE HOUSING
WAGE

FACTS ABOUT ARIZONA:

STATE FACTS	
Minimum Wage	\$14.70
Average Renter Wage	\$23.31
2-Bedroom Housing Wage	\$34.18
Number of Renter Households	923,559
Percent Renters	33%



MOST EXPENSIVE AREAS	HOUSING WAGE
Phoenix-Mesa-Scottsdale MSA	\$37.50
Flagstaff MSA	\$37.35
Prescott MSA	\$30.88
Gila County	\$27.10
Navajo County	\$26.62



MSA = Metropolitan Statistical Area; HMFA = HUD Metro FMR Area.
* Ranked from Highest to Lowest 2-Bedroom Housing Wage. Includes District of Columbia and Puerto Rico.

WWW.NLIHC.ORG/OOR // © 2025 NATIONAL LOW INCOME HOUSING COALITION
NLIHC

[Click here to access the full report.](#)

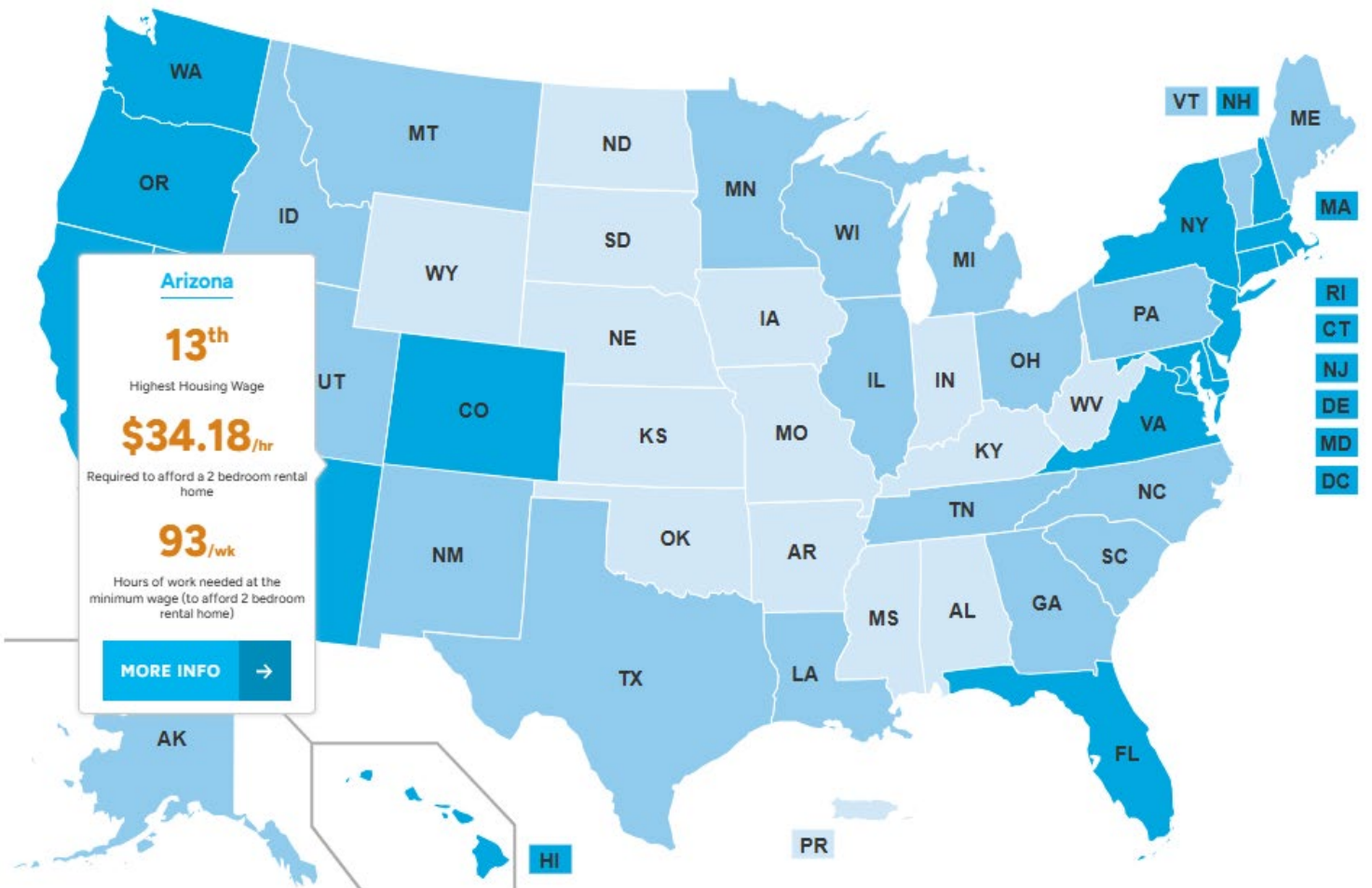
National Low-Income Housing Coalition, 2025 Out of Reach Report

Arizona Rental Housing Affordability

How Much Do You Need to Earn to Afford a Modest Apartment in Your State?

Hourly wage required to afford a two-bedroom rental home by state.

● Below \$22.50 ● \$22.50 - \$30.00 ● Above \$30.00



[Click here to view data by State.](#)

2026 Gap Report: A Shortage of Affordable Homes

Arizona Housing Profile

2026 ARIZONA HOUSING PROFILE



KEY FACTS

176,206
OR
18%

Renter households that are extremely low income

130,552

Shortage of rental homes affordable and available for extremely low income renters

\$30,300

Average income limit for 4-person extremely low income household

\$71,101

Annual household income needed to afford a two-bedroom rental home at HUD's Fair Market Rent.

82%

Percent of extremely low income renter households with severe cost burden

Most Expensive Areas

Phoenix-Mesa-Scottsdale MSA
Flagstaff MSA
Prescott MSA
Gila County
Navajo County

Housing Wage

\$37.50
\$37.35
\$30.88
\$27.10
\$26.62

Median Hourly Wages for Common Occupations

Fast Food Workers	\$16.17
Home Health / Personal Care Aides	\$17.68
Janitors	\$17.68
Nursing Assistants	\$20.55
Retail Salespersons	\$17.28

[Click here to access the report.](#)

2026 Gap Report: A Shortage of Affordable Homes

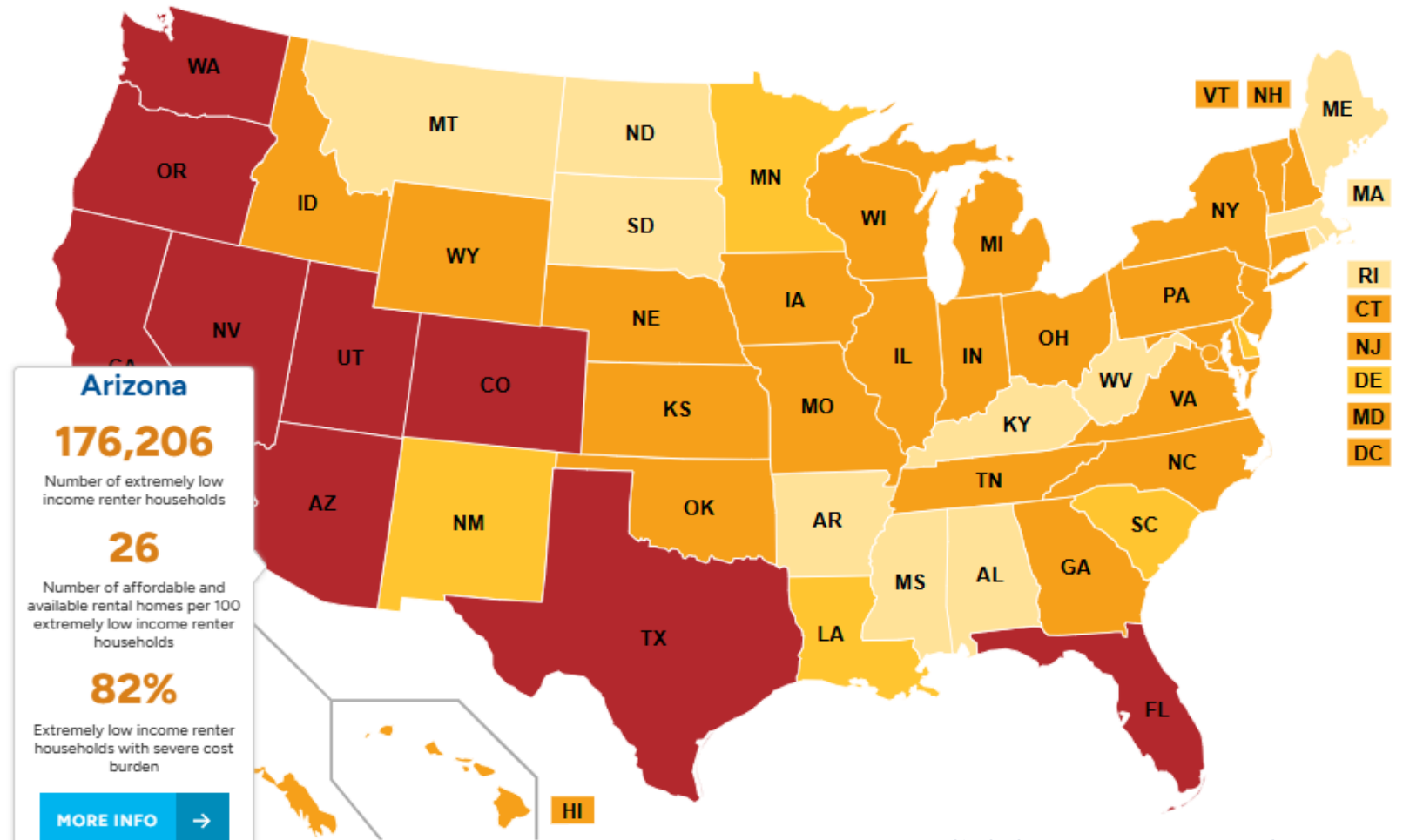
Arizona Affordable Housing Supply

No State Has an Adequate Supply of Affordable Rental Housing for the Lowest-Income Renters

Affordable and Available Rental Homes per 100 Extremely Low-Income Renter Households

● 30 or fewer ● 31 to 40 ● 41 to 45 ● more than 45

[View Data as Table ↓](#)



[Click here to access the report.](#)

Duration of Homelessness

Arizona Context to Consider

Wages

- The **Fair Market Rent (FNR)** for a modest **two-bedroom apartment is \$1,778**.
- A household must **earn \$5,925 monthly or \$71,101 annually**.
- Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an **hourly Housing wage of \$34.18**.

Noticeable Needs

- **Severe housing shortage**
 - For every 100 extremely low-income household, only 26 rental homes are affordable and available (attainable)
 - Arizona needs to make 131,000 more homes affordable for extremely low-income households by expanding access to rental assistance and building deeply affordable rental homes.
- Homelessness **prevention**
- **Rental assistance** program
- **Eviction diversion**
- Initiatives to **mitigate** root cause of **housing instability**

Fundamental Structural Challenges

- **Rise** in housing **costs**
- **Lack** of housing supply that is:
 - **sufficient**
 - **attainable**
 - **affordable**
- **Funding** is needed to **expand shelter capacity**



Reflection & Sharing

What does this data **imply** for **students and families experiencing homelessness** in Arizona? Have you seen **evidence** of this in **your community**?

Type your
answer in
the chat!

**End of Year:
Applying
McKinney-
Vento Statute**



- Identification Process
- Functions and duties of the SEA and LEA
- McKinney-Vento Statutory Requirements



Identification Process

REVIEW

Functions of the Office of the Coordinator

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

Responsibilities of the LEA

In general, each LEA must:

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

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

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

Comply with **school stability** protocol,

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

Manage any **disputes**,

Uphold student and family **privacy**,

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

Coordinate with local social service agencies, within the LEA.

Align with the **Arizona State Plan**.

42 U.S.C. § 11432 (e)(3)(C), (g)(3)

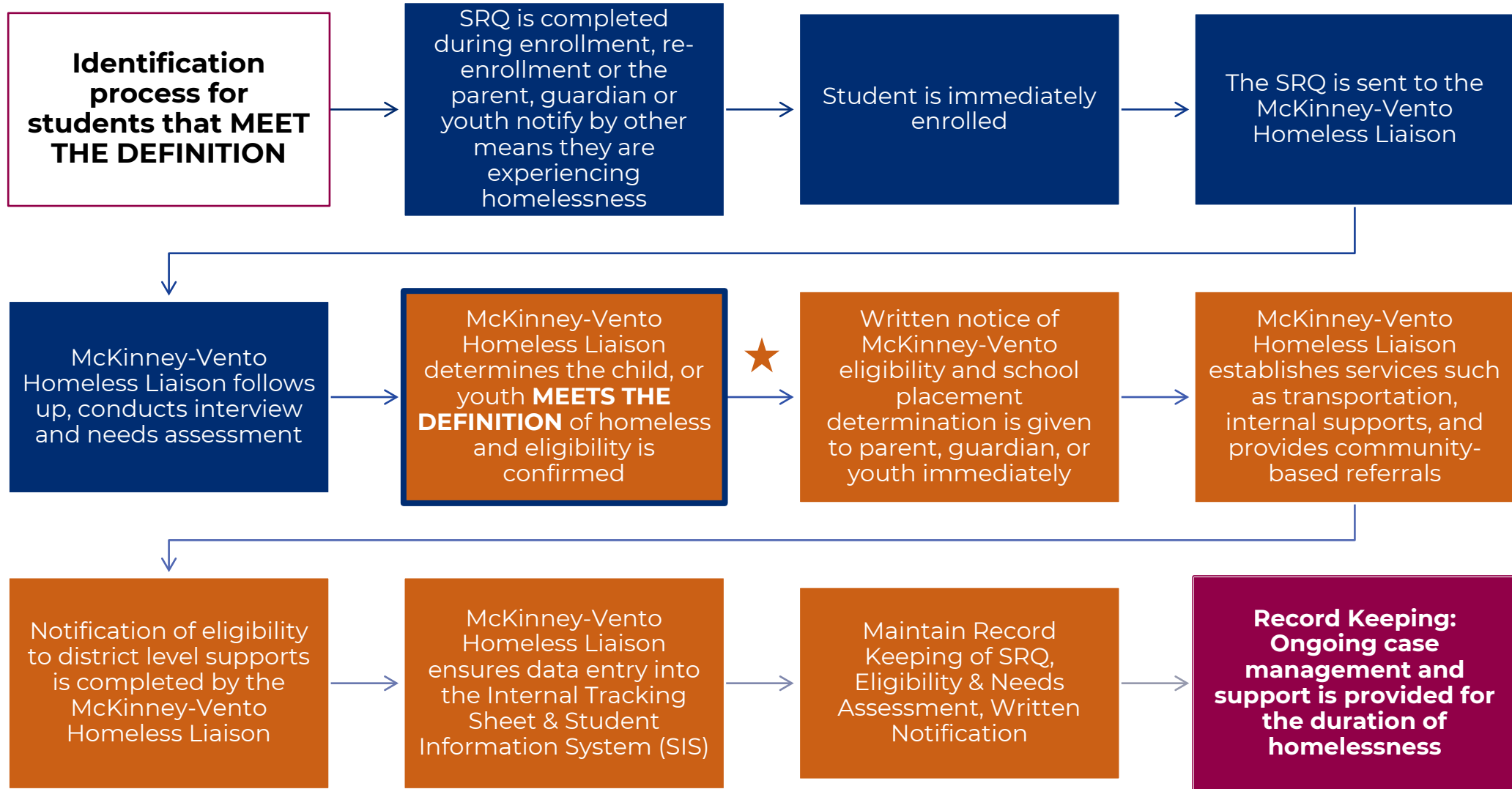
Responsibilities of the McKinney-Vento Homeless Liaison

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.

McKinney-Vento Statutory Requirements

Educational Right	Description	Statutory Citation
School Stability & Best Interest Determination (BID) Including Unaccompanied Homeless Youth (UHY)	<p>Presume school of origin is in the student's best interest, unless the parent/guardian (or unaccompanied youth) requests otherwise; consider student-centered factors in all determinations. For unaccompanied youth, the homeless liaison must assist with placement/enrollment, prioritize the youth's views, and provide notice of appeal rights.</p>	<p>42 U.S.C. §11432 (g)(3)(B)</p> <p>42 U.S.C. §11432 (g)(3)(B)(iv)</p>
Duration of Homelessness	<p>Continue enrollment in the school of origin for the duration of homelessness, and through the end of the academic year if the student becomes permanently housed mid-year. Or, enroll the student in the local public school they are eligible to attend based on where they are currently living.</p>	<p>42 U.S.C. §11432 (g)(3)(A)(i)</p> <p>42 U.S.C. §11432 (g)(3)(A)(ii)</p>
Written Notification	<p>Following any eligibility or school placement determination, the LEA is required provide immediate written notice including notification of appeal rights, to the parent, guardian, or unaccompanied youth.. When a dispute arises, the Liaison must respond to the request and provide support. Following the decision, a written explanation of its decision is immediately provided once again.</p>	<p>42 U.S.C. § 11432(g)(3)(B)(iii)</p>

Identification Process For Eligible Students



★ A BID may take place at this point.

EOY Process and Procedures



- Highlighting the Purpose of EOY Procedures
- EOY Procedures At-a-Glance
- EOY Procedures April Through August

“LEAs are required to develop, review, and revise policies and procedures to remove barriers to the **identification**, immediate enrollment, and retention of students experiencing homelessness.”

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

McKinney-Vento Act

Policies & Procedures



Highlighting the Purpose of EOY Procedures

Liaison focused

Supports liaison capacity

Enhances transportation coordination both inter and intra district

Ensures LEAs uphold school stability requirements

Builds opportunities for the liaison to form relationships with community-based organizations.

Aids in Identification of Early Childhood Learners

Ensures Unaccompanied Homeless Youth remain engaged and informed.

Student focused

Summer learning opportunities

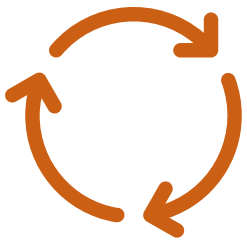
Transportation

School stability

Connection to services and resources

Collaboration with organizations within each Arizona county's coordinated entry system

Continued connection to the Liaison to ensure re-eligibility



EOY Procedures At-a-Glance

- 1) **Summer school planning** for 25-26 HCY
- 2) Distribute the **Local Comprehensive Needs Assessment (LCNA)**

- 1) **Case management** follow up with 25-26 SY HCY to assess possible re-eligibility
- 2) **Outreach**, coordination, training with CBOs and **housing partners**
- 3) Complete programmatic and **data reporting requirements**

- 1) Continue the **identification process**
- 2) **Establish services** for identified 26-27 HCY

April

May

June

July

August

- 1) **Confirm summer school** participation and coordinate **transportation**
- 2) Distribute the **End of Year Notification Letter**

- 1) **July 1st Prioritize re-eligibility** determinations for HCY identified in the 25-26 SY
- 2) Conduct **identification process** for new SRQs and referrals for the **26-27 SY**

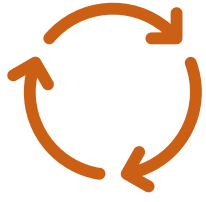
“(iii) **homeless children and youths** who meet the relevant eligibility criteria **do not face barriers** to accessing academic and extracurricular activities, including magnet school, **summer school**, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels.”

[42 U.S.C. §11432 \(g\)\(1\)\(F\)\(iii\)](#)

McKinney-Vento Act

Removal of Barriers
– Accessing
Academic
Opportunities





EOY Procedures

April


LEAs must ensure barrier free **access** to **summer school** for students experiencing homelessness. **Policies** that **hinder enrollment** or **participation must be revised**, and **parents, guardians, and youth must be informed** of available options.

April Goal 1:

Summer school
planning for
25-26 HCY

- **Meet** with summer school **planning** team to ensure all identified **HCY** are considered for summer school **participation**.
- Meet with internal **transportation** department to **share** data and **plan** for transportation needs.
- Meet with other Liaisons about **shared transportation** needs for your district.
- **Notify** HCY and families of **summer opportunities**.
- **Follow up** with HCY and families to ensure they received the information, verify participation, answer questions and **gather** any **updates**.

Summer School Guidance



Homeless Education Summer School Guidance

The McKinney-Vento Homeless Assistance Act requires that local education agencies (LEAs) remove barriers to the identification, enrollment, attendance, and academic success for children and youth experiencing homelessness (HCY) [\[42 U.S.C. §11433\]](#). As summer learning opportunities may help compensate for critical instruction that may have been missed by HCY due to experiencing homelessness, removing barriers to the enrollment, attendance, and academic success in such opportunities for HCY is essential. To this end, LEAs are required to remove all barriers to HCY fully accessing and benefiting from summer curricula by providing them transportation.

Comparability Requirement
LEAs that provide transportation for housed students to attend summer school must ensure that the McKinney-Vento Act comparability requirement is satisfied. Thus, HCY are to be provided services comparable to the services offered to housed students enrolled in the LEA, including transportation. [\[42 U.S.C. §11432\(g\)\(1\)\(A\)\]](#)

Removal of Barriers Requirement
LEAs must ensure that HCY do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if such programs are available at the State and local levels [\[42 U.S.C. §11432\(g\)\(1\)\(E\)\(iii\)\]](#).


If an LEA maintains a procedure that presents a barrier to a student experiencing homelessness attending a summer school program, the LEA is required to review and revise policies to remove that barrier [\[42 U.S.C. §11432\(g\)\(1\)\(i\)\]](#). Therefore, LEAs are required to provide transportation for HCY to attend summer school if lack of transportation poses a barrier to their participation, even if transportation is not provided to any student at the LEA.

Shared Transportation Requirement
If shared transportation is required for HCY to attend summer school, LEAs must share the cost of transportation equally. If a request to share transportation is received by another LEA, please coordinate with that LEA's McKinney-Vento Homeless Liaison to determine how transportation will be provided [\[42 U.S.C. §11432\(g\)\(1\)\(D\)\(iii\)\]](#).

General Guidance
To ensure compliance, LEAs must review their existing policies and procedures for the following context regarding summer school:

1. What policies and procedures has your LEA established to ensure that eligible homeless children and youth can enroll and fully participate in summer school programs without barriers?

Summer School Guidance 4/2025



Homeless Education Summer School Procedural Checklist ADE Sample

April Tasks

Meet with your LEA's summer school planning team.

- Discuss options for homeless children and youth (HCY).
- Develop a summer school transportation plan to support HCY.
- Ensure your LEA establishes a protocol to maintain data regarding HCY who attend summer school program(s).

Meet with internal transportation department to prepare.

- Provide a list of potentially needed transportation routes (within district and outside of district).
- Inquire if shared transportation will be requested from other LEAs.

Meet with other LEA McKinney-Vento Homeless Liaisons about shared transportation needs for your district.

- Share information about each LEA's summer school transportation plans.
- Determine the date summer school transportation requests will be submitted.
- Discuss what modes of transportation will be utilized.
 - Remember, the mode of transportation must meet the needs of the family and HCY.

Send a letter to parents, guardians, caregivers, and youth to advise them of summer school opportunities.

Make phone calls to follow up with parents, guardians, caregivers, and youth to ensure they received the information, verify participation, or answer questions.


May Tasks

Begin submitting transportation routing request.

Submit HCY participant information to the summer school planning committee or other staff responsible for the summer school program.

Ensure all summer school transportation requests are confirmed and submitted for routing.

Summer School Procedural Checklist (ADE Sample) 4/2025



Homeless Education Summer School Letter to Families ADE Sample

April __, 20__

Dear Parent, Guardian, Caregiver or Youth,

Our district is providing summer school opportunities and we are inviting your child to participate. Below is a schedule of the program dates and times:

Summer School Session 1	Summer School Session 2
June __, 20__, thru June __, 20__	July __, 20__, thru July __, 20__
Monday thru Thursday	Monday thru Thursday
8:00 a.m. to 3:00 p.m.	8:00 a.m. to 3:00 p.m.

Based on your child's McKinney-Vento eligibility status, we are here to support you through enrollment for summer school, and may be able to provide transportation for your child to and from summer school.

Please contact our office to confirm summer school participation and discuss transportation requirements. If our office does not hear from you, we will not be able to ensure summer school enrollment or transportation.

We look forward to hearing from you soon.

In Service,

LEA/Charter Name
McKinney-Vento Homeless Liaison
(000) 000-0000
email@schooldistrict.com

Summer School Letter to Families 4/2024

All resources can be found on the Arizona HEP website!



EOY Procedures

April


LEAs utilize the Local Comprehensive Needs Assessment (LCNA) to learn about various stakeholder experiences with the respective Homeless Education Program (HEP). An assessment of the needs of students experiencing homelessness and effectiveness of your LEA's HEP should take place annually, and results should be utilized to review and revise pertinent policies, procedures, and practices

April Goal 2:

Distribute the Local Comprehensive Needs Assessment (LCNA)

- Distribute the **LCNA** to selected stakeholders
 - District Employees
 - Unaccompanied Homeless Youth
 - Parent, guardians, caregivers
 - Community-based organizations
- Set automated reminders to complete the survey

HEP Local Comprehensive Needs Assessment (LCNA)



Homeless Education **ADE HEP Sample Local Comprehensive Needs Assessment (LCNA)**

This sample Local Comprehensive Needs Assessment (LCNA) consists of four surveys that can be utilized to learn about various stakeholder experiences with your LEA's Homeless Education Program (HEP). An assessment of the needs of students experiencing homelessness and effectiveness of your LEA's HEP should take place annually, and results should be utilized to review and revise pertinent policies, procedures, and practices.

This tool is designed to be customized to fit your LEA's Homeless Education Program (HEP). You may find that the number of questions may vary based on the stakeholder group being surveyed. The questions may need to be adjusted to language that pertains to your LEA's HEP and the services you are currently providing. The questions are intended to spark discussion and thought, which will allow you to create a framework for future HEP planning.

The ADE Office of the Coordinator has developed guidance documents and sample forms in alignment with both the McKinney-Vento Homeless Assistance Act and the Arizona ESEA Consolidated State Plan. Please note that these documents have been developed for McKinney-Vento Homeless Liaisons to adopt and adapt to fit the needs of their LEAs. To edit a sample document, refer to the [Converting Sample Documents for LEA Use Guidance Document](#).

General Guidance

1. The guidance documents and sample forms have been designed to correspond with [McKinney-Vento Homeless Assistance Act, Non-Regulatory Guidance](#), the [Arizona ESEA Consolidated State Plan](#), and the [National Center for Homeless Education \(NCHE\)](#). Thorough research was conducted prior to developing and sharing these resources with the field. Where applicable, legal citations have been included within documents. To this end, these resources are designed with statute and best practice in mind and should not require any significant changes.
2. Prior to use, update the documents in alignment with your LEA's branding requirements.
3. Review the text of each document to ensure the guidance throughout is accurate and applicable to your LEA.
4. The Arizona Department of Education's Homeless Education Program staff may modify these documents periodically. Please visit the [ADE Homeless Education website](#) regularly to ensure utilization of the latest version of each document.

ADE HEP Sample Local Comprehensive Needs Assessment 4/2024

Ensures LEAs capture the needs of HCY

Leads to actionable HEP planning

Improves HEP programs

Improves services

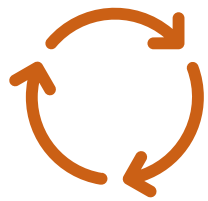
Provides organizational structure

Sets criteria for funding allocations

Arizona Liaisons are required to administer yearly

Requirement in HEP Monitoring

All resources can be found on the Arizona HEP website!



EOY Procedures

May

If an LEA maintains a **procedure that presents a barrier** to a student experiencing homelessness **attending a summer school** program, the LEA is **required** to review and revise policies to **remove** that **barrier**. Additionally, LEAs shall ensure maintenance of data regarding HCY who attend summer school program(s)

May Goal 1:
Confirm summer school participation and coordinate transportation

- **Finalize** steps for HCY **summer school participation**
- **Remove barriers** related to
 - registration process or fees
 - transportation to ensure participation
- Share **transportation routing details** with necessary school staff, parents, guardians or youth.
- **Maintain recordkeeping**
 - **Internal tracking sheet** and **case management notes**
 - Program **participation**
 - Transportation **route details** in student case files

Internal Tracking Sheet Maintenance

Summer School

Internal Tracking Sheet McKinney-Vento ☆ 📁 🌐

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A2 07-01-2024

	A	B	C	D	E	F	G	H	I	J	K
1	McKinney-Vento Case #	Last Name	First Name	Student ID	Grade	School of Origin Outside of Arizona Unified	School of Origin Within Arizona Unified	School of Residence Within Arizona Unified	School of Residence Out of Boundary Based on PNTR	School Enrollment Placement	
2	07-01-2024	1	Mouse	Mickey	4444444	PS	Disneyland Preschool		Arizona Preschool		Arizona Preschool
3	07-01-2024	2	Duck	Donald	1234567	2	Disney Character Elementary				Arizona Elementary
4	07-01-2024	3	Lightyear	Buzz	7770777	7	Pixar Junior High School				Arizona Junior High
5	07-01-2024	4	McDuck	Scrooge	9999999	12	Disneyworld High School				Arizona Online
6	08-05-2024	5	Brown	Charlie	2345670	4				Charles Schulz Elementary	
7	08-05-2024	6	Brown	Sally	8675309	2				Charles Schulz Elementary	
8	08-05-2024	7	Linus	VanPelt	1478520	2					
9	08-05-2024	8	Addams	Wednesday	2589630	3					
10	08-05-2024	9	Rogers	Shaggy	2587931	12					
11	08-05-2024	10	Blake	Daphne	7894561	11					
12	08-05-2024	11	Jones	Fred	4561230	12					
13	08-05-2024	12	Dinkley	Velma	1397139	10					
14	08-05-2024	13	Morales	Miles	7891234	7	Spidy Universal Charter				
15	08-05-2024	14	Bravo	Johnny	2244660	12	Aaron City High School				
16	08-05-2024	15	Prime	Optimus	1133557	10	Solar Academy Charter School				
17	08-08-2024	16	Quest	Johnny	5577990	11					
18	08-08-2024	17	Rich	Richie	9517530	8	Academy of Rich				
19	08-08-2024	18	Gibbs	Mary "Boo"	5550000	PS	Monsters Inc Academy		Arizona Preschool		Arizona Preschool

+ ☰ Combined Tracking Sheet ▾ Arizona Preschool ▾ Arizona Elementary School ▾ Arizona Junior High ▾ Arizona Online ▾

Please visit the [HEP Training webpage](#) to access the training video to view a demonstration of this content.

Case Management Maintenance

Summer School

Student Menu Find Undo

Student Name: School: Homeroom: Teacher: Case Manager:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Provisional Information Documents Contact Log Notes **Homeless Info** Truancy Log Foster Care Info 2021 Transition

ESR Request

Last Name: **Mouse** First Name: **Mickey** Middle Name: Suffix: Perm ID: **4444444** State Student Number: **01234567** Grade: **PS** Gender: **M** Preferred Pronouns: Custody:

Homeless Information

File Number: **07-01-2024-1** Transportation: Shared District: NSLP Disaster Evacuee: Unaccompanied Youth: Foreclosure Eviction: Notes:

Homeless Notes

×	Line	Date	Address	Phone	Email	Housing Type	Homeless Notes
		5/25/26	1234 N Anywhere St, Anytown, AZ 85000	602-542-4963	EmailAddress@email.com	Shelter	Contacted parent to verify summer school participation. Parent signed and returned registration documents. Transportation will be necessary to remove barrier to enrollment and participation based on shelter placement which is not within our district boundaries. Advised parent, transportation will be routed and we'll be in contact with details.
		5/30/26	1234 N Anywhere St, Anytown, AZ 85000	602-542-4963	EmailAddress@email.com	Shelter	Notified parent of transportation route details, reviewed the Transportation Agreement and emailed a copy to the parent. Notified summer school staff of route details.



EOY Procedures


May

To ensure that **previously identified** HCY are **aware** of their **right to re-eligibility, reevaluated for eligibility,** and immediately enrolled, the McKinney-Vento Homeless **Liaison** must **follow guidance** provided by the ADE HEP regarding end of year processes.

May Goal 2:
Distribute the End
of Year Notification
Letter

- Send **End of Year Notification Letter** the first week of May **to all eligible students.**
 - Exhaust all options to deliver the notice (hand delivered, email, post on website, newsletters, text, deliver via USPS, phone calls)
- The letter shall be **accompanied by** the **Arizona Student Residency Questionnaire (SRQ)** and the **Educational Rights of Homeless Children and Youths.**
- **Share** a copy of the letter with **school staff** for added **awareness.**
- Collaborate with CBOs such as shelter staff to share the information.

End of Year Notification Letter

 **Homeless Education** **End of Year Notification Letter ADE Sample**

May 20__

Dear Parent, Guardian, Caregiver or Youth,

Our records indicate that at some point this school year your child, or you (unaccompanied youth) qualified for services under the McKinney-Vento Homeless Education Act. It has been our pleasure to provide educational support services during this time and we hope it has been a positive experience for you as well.

This notice is being sent to remind you that McKinney-Vento eligibility *must be reviewed and reevaluated each school year.* Transportation, free meals, and other services that may have been provided during the current school year **do not automatically carry over** to the new school year.

Important items to consider:

- Children and youth experiencing homelessness may continue their education in the school of origin for the duration of homelessness according to the child's or youth's best interest. [Title 42 U.S.C. §11432 \(g\)\(3\)\(A\)](#)
- Children and youth experiencing homelessness may enroll in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. [Title 42 U.S.C. §11432 \(g\)\(3\)\(A\)](#)
- You may request review of eligibility each school year after July 1st. [Title 42 U.S.C. §11432 \(g\)\(3\)\(E\)](#) To initiate this process, you may:
 - Complete and return the Student Residency Questionnaire (SRQ) included with this letter, or
 - Contact the McKinney-Vento Homeless Liaison to request review of eligibility.
- You will receive the eligibility decision in writing immediately following the decision. [Title 42 U.S.C. §11432 \(g\)\(3\)\(E\)\(ii\)](#)
- If you choose to enroll at a school that is neither the school of origin or school in the attendance area in which the child or youth is living and eligible to attend, please note that homelessness **may not** be a factor in the right to enroll or obtain transportation. However, your child or you (unaccompanied youth) may still be eligible for McKinney-Vento and other services. [Title 42 U.S.C. §11432 \(g\)\(1\)\(D\)\(iii\)](#)

If you require additional assistance or have questions, please contact the McKinney-Vento Homeless Liaison (000) 000-0000. Thank you for allowing us the opportunity to assist you. We are wishing you an enjoyable summer break!

Respectfully,
McKinney-Vento Homeless Liaison


Enclosure:
Student Residency Questionnaire
Rights of Homeless Students

End of Year Notification Letter ADE Sample 4/2024

- **Send the first week of May**
- **The EOY letter must include:**
 - Clear description of the re-evaluation process
 - Contact information for the McKinney-Vento Homeless Liaison
 - Time frame to contact the McKinney-Vento Homeless Liaison for reevaluation
 - The process to contact the McKinney-Vento Homeless Liaison (by email, phone, or online request)
 - **Shall be accompanied by the Arizona Student Residency Questionnaire (SRQ) and the Educational Rights of Homeless Children and Youths**
- **Consider placing the letter on your website for ease of access**

All resources can be found on the Arizona HEP website!

The Educational Rights of Homeless Children and Youths

 **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

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)(i) 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
---	---

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

When should this be shared?

- At the time any child or youth **seeks** enrollment (re-enrollment) and at least **twice annually**;
- **Anytime** a McKinney-Vento **Eligibility Determination** is made;
- **Anytime** a **school enrollment** decision is made;
- With the **End of Year Notification Letter**

All resources can be found on the Arizona HEP website!



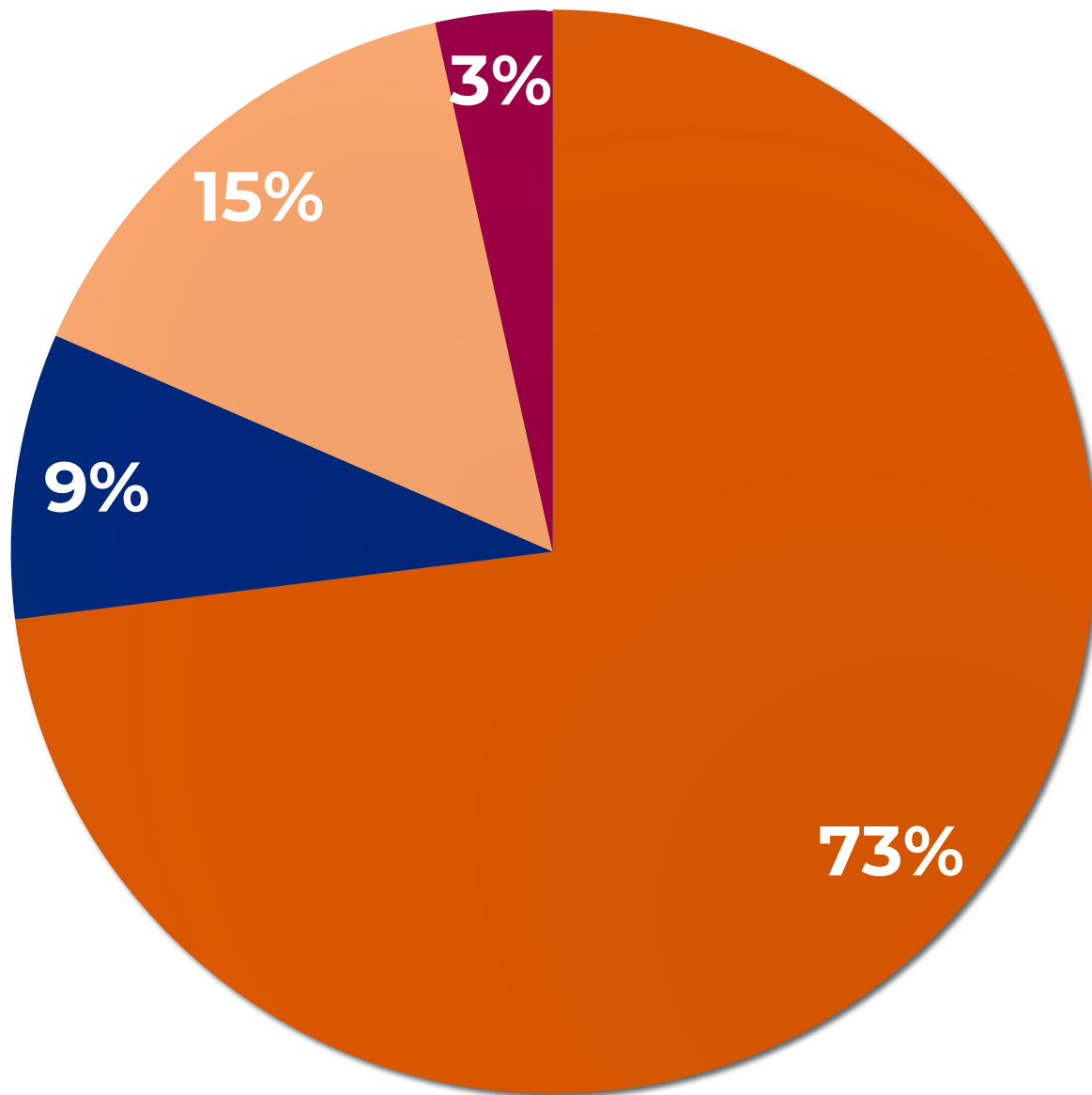
EOY Procedures

June

In general, these end-of-year efforts should strive to **ensure** the integrity of **McKinney-Vento eligibility between academic years and** take into consideration the known **mobility and communication difficulties** faced by parents and students experiencing homelessness.

June Goal 1:
Begin conducting follow-up case management to assess potential for re-eligibility.

- **Conduct outreach** and facilitate case management **with parent, guardians, caregivers, and youth.**
 - **Prioritize** outreach based on **PNTR categories**
 - Obtain updates on housing and potential for re-eligibility
 - Assess additional needs
- **Maintain record keeping** (internal tracking sheet and case management notes)
- **Collaborate** with local shelters, transitional, and other housing programs to **streamline** the **re-identification** and identification process.
 - Solicit their support with staying connected to families.



- Doubled Up**
- Hotels/Motels**
- Sheltered**
- Unsheltered**

2025-2026 SY Total Homeless Children and Youth Identified in Arizona

by Primary Nighttime
Residence (PNTR)

Prioritization of Primary Nighttime Residence (PNTR) - Outreach Guidance

- **Core Benefits of Outreach**

- Outreach ensures families and students are supported over summer months
- Builds rapport with families
- Ensures your LEA's homeless education program is in alignment with requirements to apply end of year practices, including a written step by step process of how the primary nighttime residence sub-groups are prioritized.

- **Core Key Actions**

- Verify and update contact information for the parent, guardian, or youth
- Verbally explain the Educational Rights of Homeless Children Youths with emphasis on school of origin rights.
- Remind families to check in frequently especially as the new school year draws near
- Share liaison contact information
- LEAs shall as a core key action, incorporate school stability protocols in your practice by following the Arizona Homeless Education Program's Re-Eligibility Determination Guidance to support continuity and appropriate decision-making.

1st – Unaccompanied Homeless Youth (UHY)

Why Prioritize: Often UHY are inaccessible during the summer months and may lack access to a reliable phone. They may be living on their own without an adult and need additional support and guidance regarding school enrollment.

Youth living with a caregiver may experience additional moves and no longer be with the caregiver originally noted. Or legal court appointed guardianship may have been obtained.

Action: Verify contact information (phone number, personal email address). This will ensure the ability to reconnect with them to provide support.

Review school of origin rights, provide the youth or caregiver with liaison contact information and remind them to check in.

2nd - Shelter & Transitional Housing

Why Prioritize: Shelter stays are temporary and subject to change at a moments notice. A family may decide on their own to leave the shelter or may be exited early for noncompliance. The ability to verify if the family remains in shelter supports the liaisons next steps with outreach.

Action: Ask the parent or guardian if they would be willing to sign a Release of Information (ROI) that will ensure you can collaborate and support them by working collaboratively with the shelter staff. Make sure you reach out to shelter staff, introduce yourself and offer support for their clients.

Review school of origin rights, provide the parent, guardian or shelter staff with liaison contact information and remind them to check in.

3rd - Unsheltered

Why Prioritize: Families that live in unsheltered situations move frequently and it can be difficult to locate them. They are experiencing a great deal of stress and forget about school of origin rights, and school enrollment. They may need supplemental support and referrals to CBOs that can offer things like warm meals, cooling stations.

Action: Verify contact information (phone number, email address). This will ensure the ability to reconnect with them to provide support.

Review school of origin rights, provide the parent or guardian with liaison contact information and remind them to check in.

Apply school stability protocols by utilizing the guidance provided by the Arizona HEP's Re-Eligibility Determination Guidance.

4th - Hotel/Motel

Why Prioritize: Motel rates vary daily, families that use this form of housing may move frequently due to this factor. They also may no longer be able to afford a motel stay, and move into shared housing, may enter shelter, or may even become unsheltered.

Action: Review school of origin rights, provide the parent or guardian with liaison contact information and remind them to check in.

Apply school stability protocols by utilizing the guidance provided by the Arizona HEP's Re-Eligibility Determination Guidance.

5th - Doubled Up

Why Prioritize: This PNTR is by far the most common and families. As reviewed in the data shared earlier, the housing outlook in Arizona is bleak, and housing is limited making it necessary for families to continue in shared housing for several years.

It's critical to remember that these shared housing situations are typically not of mutual interest and a family's risk of being asked to leave at a moments notice is inevitable.

Action: Outreach parents and guardians to advise them if they remain in their shared housing situation, they may reach out to you for a reassessment of McKinney-Vento eligibility.

Review school of origin rights, provide the parent or guardian with liaison contact information and remind them to check in.

Apply school stability protocols by utilizing the guidance provided by the Arizona HEP's Re-Eligibility Determination Guidance.

Avoid applying local policies that state after the first year of eligibility, if the family remains at the same temporary address, they are no longer eligible is considered a barrier and a direct violation of the McKinney-Vento Act.

Internal Tracking Sheet Maintenance

Housing Status & Re-Eligibility Assessment

Internal Tracking Sheet McKinney-Vento

File Edit View Insert Format Data Tools Extensions Help Accessibility

100% Arial 12

A1:B1 McKinney-Vento Case #

	A	B	C	D	E	F	G	H	I	J
1	McKinney-Vento Case #		Last Name	First Name	Student ID	Grade	School of Origin Outside of Arizona Unified	School of Origin Within Arizona Unified	School of Residence Within Arizona Unified	School of Residence Out of Boundary Based on PNTR
2	07-01-2025	1	Mouse	Mickey	4444444	PS	Disneyland Preschool		Arizona Preschool	
3	07-01-2025	2	Duck	Donald	1234567	2	Disney Character Elementary			
4	07-01-2025	3	Lightyear	Buzz	7770777	7	Pixar Junior High School			
5	07-01-2025	4	McDuck	Scrooge	9999999	12	Disneyworld High School			
6	08-05-2025	5	Brown	Charlie	2345670	4				Charles Schulz Elementary
7	08-05-2024	6	Brown	Sally	8675309	2				Charles Schulz Elementary
8	08-05-2025	7	Linus	VanPelt	1478520	2				
9	08-05-2025	8	Addams	Wednesday	2589630	3				
10	08-05-2025	9	Rogers	Shaggy	2587931	12				
11	08-05-2025	10	Blake	Daphne	7894561	11				
12	08-05-2025	11	Jones	Fred	4561230	12				
13	08-05-2025	12	Dinkley	Velma	1397139	10				
14	08-05-2025	13	Morales	Miles	7891234	7	Spidy Universal Charter			
15	08-05-2025	14	Bravo	Johnny	2244660	12	Aaron City High School			
16	08-05-2025	15	Prime	Optimus	1133557	10	Solar Academy Charter School			
17	08-08-2025	16	Quest	Johnny	5577990	11				

Combined Tracking Sheet Arizona Preschool Arizona Elementary School Arizona Junior High Arizona Online

Please visit the [HEP Training webpage](#) to access the training video to view a demonstration of this content.

Case Management Maintenance

Housing Status & Re-Eligibility Assessment

Student Menu Find Undo

Student Name: School: Homeroom: Teacher: Case Manager:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Provisional Information Documents Contact Log Notes **Homeless Info** Truancy Log Foster Care Info 2021 Transition

ESR Request

Last Name: **Mouse** First Name: **Mickey** Middle Name: Suffix: Perm ID: **4444444** State Student Number: **01234567** Grade: **PS** Gender: **M** Preferred Pronouns: Custody:

Homeless Information

File Number: **07-01-2024-1** Transportation: Shared District: NSLP Disaster Evacuee: Unaccompanied Youth: Foreclosure Eviction: Notes:

Homeless Notes

×	Line	Date	Address	Phone	Email	Housing Type	Homeless Notes
		5/25/26	1234 N Anywhere St, Anytown, AZ 85000	602-542-4963	EmailAddress@email.com	Shelter	Contacted parent to verify summer school participation. Parent signed and returned registration documents. Transportation will be necessary to remove barrier to enrollment and participation based on shelter placement which is not within our district boundaries. Advised parent, transportation will be routed and we'll be in contact with details.
		5/30/26	1234 N Anywhere St, Anytown, AZ 85000	602-542-4963	EmailAddress@email.com	Shelter	Notified parent of transportation route details, reviewed the Transportation Agreement and emailed a copy to the parent. Notified summer school staff of route details.
		06/12/26	1234 N Anywhere St, Anytown, AZ 85000	602-542-4963	EmailAddress@email.com	Shelter	EqY follow up call with parent revealed they are going to remain at Casa de Merced Family Shelter in Tolleson through October 2026. Advised parent the EqY letter was sent with the SRQ & Rights. Reviewed Rights, SOO enrollment. Asked parent to return the SRQ if possible, via email. Also emailed parent link to online form to ensure access. Advised the parent to contact our office after July 1 st to ensure we confirm MV eligibility and ensure transportation coordination if they desire.



EOY Procedures

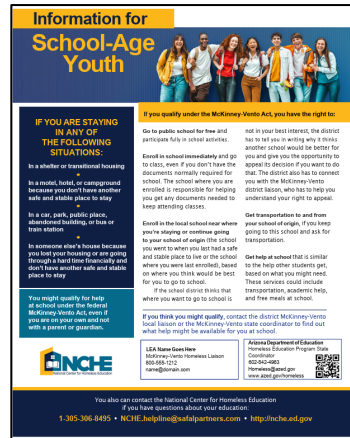
June

In general, these end-of-year efforts should strive to **ensure** the integrity of **McKinney-Vento eligibility between academic years and also** take into consideration the known **mobility and communication difficulties** faced by parents and students experiencing homelessness.

June Goal 2:
Coordinate with
CBOs and housing
partners.

- **Coordinate** with **CBOs** to provide **awareness and training** regarding the Educational Rights of Homeless Children and Youths.
 - Summer months are great opportunities for liaisons to maximize their capacity
 - Make visits to shelters, and local community organizations to share information and provide the Public Awareness Poster.

Public Notice of Educational Rights of HCY Posters for Parents and Youth



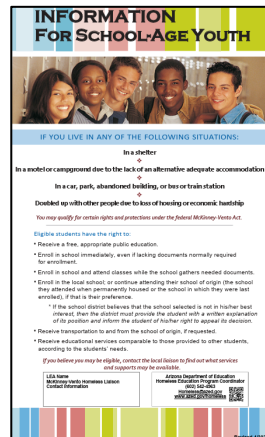
Updates have been made by the National Center for Homeless Education (NCHC) to the Public Notice of Educational Rights of HCY Posters. Arizona LEAs may utilize the following versions to ensure public notice of the educational rights is disseminated:

• **New Versions:**

- NCHC Public Notice of Educational Rights of HCY Poster for Parents
- NCHC Public Notice of Educational Rights of HCY Poster for Youth

• **Old Versions:**

- Public Notice Poster for Parents English and Spanish
- Public Notice Poster for Youth English and Spanish



Additionally, LEAs may utilize the “Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)” to track locations within the LEA and community where the poster has been distributed.

LEAs can now access all six versions of the posters and the “Location of Public Notice Poster for Homeless Children and Youth (ADE Sample)” on the [Arizona HEP website](http://www.nchc.org).



EOY Procedures

June

In general, these procedures are **required** to ensure **reliable, valid, and comprehensive data** is **reported** to the Arizona HEP and to ensure **data-informed decision-making** occurs to **address barriers** for HCY.

June Goal 3:
Data reporting requirements are met.

- Ensure **data accuracy** and **alignment** across **internal tracking sheet, SIS, and AzEDS**.
- **Ensure accurate** reporting in **AzEDS** prior to **June 30th** to meet **compliance**.
- Wrap up **LCNA** and **compile** data.
- **Share data** from LCNA with federal programs for **programmatic** and **funding decision-making**, such as for Title I Part-A Homeless Set-Aside.



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!


When does data need to be updated & verified?

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



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

Data Reporting Guidance and Resources



Homeless Education

Data Reporting Requirements & Integrity Rules

This reference document is to support local education agencies (LEAs) and McKinney-Vento Homeless Liaisons with the reporting "reliable, valid, and comprehensive data" pertaining to the identification and enrollment of homeless children and youth (HCY) and unaccompanied homeless youth (UHY) (42 U.S.C. § 11432 (g)(6)(C)).

For more information, guidance, and resources, visit [Arizona Homeless Education Program](#).

Required Data Reporting Elements

- **Homeless children and youth (HCY)**
 - Students experiencing homelessness who are enrolled in your LEA and are in the physical custody of a parent or court-appointed guardian
- **Unaccompanied homeless youth (UHY)**
 - Students experiencing homelessness enrolled in your LEA and **are not** in the physical custody of a parent or court-appointed guardian
- **Primary Nighttime Residency (PNTR)**
 - A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (42 U.S.C. § 11432)

• **All identified HCY & UHY are required to be reported** via your SIS, even if services are denied or declined by the parent, guardian, or youth

Data Reporting Reminders

- **Students in Foster Care**
 - Students in the foster care are **not counted** in HCY enrollment data, as per the 2015 *Every Student Succeeds Act (ESSA)*
- **Preschool-Aged HCY Children**
 - Children ages 3-5 years are **included** in your LEA's total enrolled HCY, if they are attending a preschool program administered by your LEA
 - Children ages 0-2, or 3-5, and **not attending a preschool program administered by your LEA, are not included** in your total enrolled HCY count
- **If Change in Status for HCY/UHY Students**
 - Once students are identified and enrolled in your LEA within a school year, **do not remove their HCY or UHY identifiers in your SIS**, even if they transfer to another LEA
 - If HCY/UHY students' circumstances change within a school year, such as they find permanent housing, **do not remove their HCY or UHY identifiers in your SIS**

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

Code	Warning/Error	Description	Action	Notes
59004	Warning	An End Date has not yet been reported on the Student Homeless Program	If the End Date is not reported by April 1, then report the discrepancy as a warning	Ensure that the Homeless Eligibility Exit date matches the LEA membership exit/withdrawal date If a student is enrolled at the LEA for the duration of the school year, the Homeless Eligibility Exit date should be the same as the LEA Membership Exit, which is the last instructional day of the school year
59005	Error	A valid homeless Unaccompanied Youth flag is required for a Homeless Program submission	If the homeless Unaccompanied Youth flag is NULL, then report the discrepancy as an error	Ensure that every homeless student record also includes a UHY flag, indicating that the student is either unaccompanied or not unaccompanied

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

On the ADE's [Arizona Homeless Education Program Data](#) webpage we have the following resources:

- Descriptions of **AzEDS reports** related to your LEA's Homeless Education Program
- [**Data Reporting Requirements & Integrity Rules**](#) reference document is designed to help local education agencies (LEAs) and McKinney-Vento Liaisons **accurately report enrollment data for homeless children and youth (HCY)**. It also provides guidance on **addressing potential data integrity errors** when submitting data to the Arizona Department of Education.
- **Communication to the Field** so that McKinney-Vento Homeless Liaisons can stay up-to-date with the most recent updates related to reporting HCY enrollment data.

Access Previous Professional Learning

The screenshot shows the Arizona Department of Education website. At the top left is the ADE logo. The main navigation bar includes links for Parents, Educators & Administrators, Programs, About ADE, Data & Systems, and ADEConnect. The page title is "Welcome to the Arizona Homeless Education Program". A large banner features the text "YOUR CHILD DESERVES AN EDUCATION" and the ADE logo. Below the banner is the "Arizona Homeless Education Program Mission" section, followed by "Our Governing Statute" which details the McKinney-Vento Homeless Assistance Act. A right-hand sidebar contains a table of contents with links to the homepage, liaisons, grant funding, monitoring, data, and various support organizations. A contact section at the bottom right lists Rita Rodriguez, State Homeless Program Coordinator, with her phone number and email, and a "Contact the Department" button.

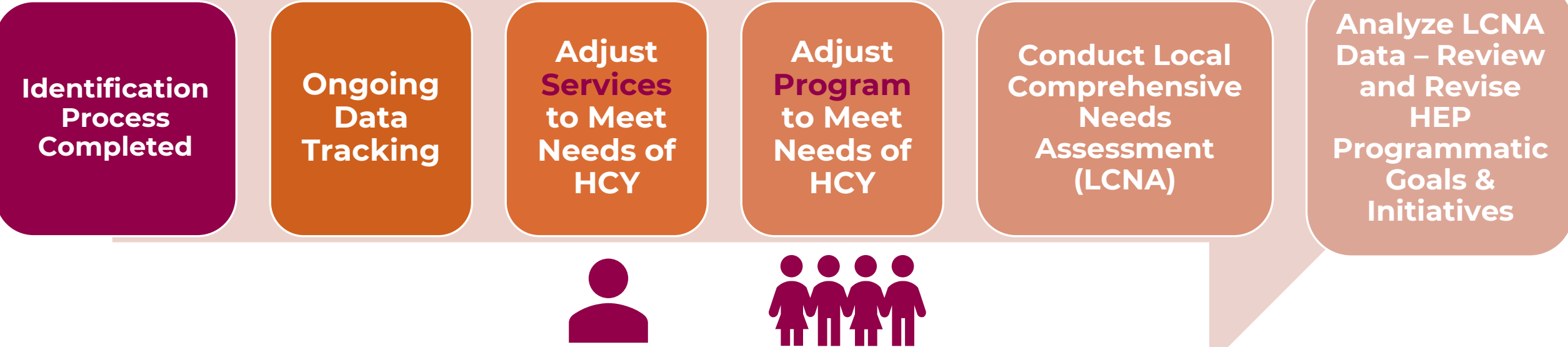
This information on data reporting is designed to be a high-level review of the information shared in previous sessions, such as:

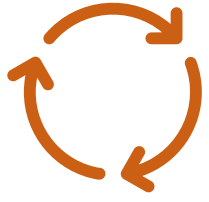
- **Arizona HEP Office Hours: The Process for Utilizing an Internal Tracking Sheet and AzEDS Reports, August 2025**
- McKinney-Vento in Practice for New Liaisons, August 2025
- McKinney-Vento in Practice for Experienced Liaison, August 2025
- Required End-of-Year Procedures for Local Homeless Education Programs, April 2025
- 2025 Arizona Homeless Education Program State Conference, January 2025

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

Data Collection and Utilization Process

Once students have been identified, how should an LEA utilize data to support students experiencing homelessness?





EOY Procedures

July

Liaisons connect every part of the **identification process**. They conduct **outreach** for **all previous eligible HCY**, follow up on **referrals**, gather key details, and use **interview** tools to understand the student's situation. Then they apply their training to **determine eligibility**, provide **written notice**, **coordinate** necessary **supports** and **maintain accurate data**.

July Goal:

Prioritize re-eligibility determinations for HCY identified in the 25-26 SY

Conduct identification process for new SRQs and referrals for the 26-27 SY

- **July 1st** ensure the creation of the **internal tracking sheet**.
- **Gather completed SRQs and referrals** for evaluation and add the information to the internal tracking sheet.
- **Begin** conducting **eligibility determinations**, establish supports and services.
 - Immediate enrollment or re-enrollment at school of origin
 - Arrange transportation
 - Provide academic support necessary
 - Assess needs (i.e., uniforms, supplies, technology, fee waivers)
- **Make eligibility determinations** and immediately **provide written notification** for all scenarios evaluated.
- **Maintain** accurate **data** (internal **tracking sheet** and **SIS**).

Internal Tracking Sheet Implementation

Preparation for the New SY

2026-2027 McKinney-Vento Internal Tracking Sheet

File Edit View Insert Format Data Tools Extensions Help Accessibility

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A1:B1 McKinney-Vento Case #

	A	B	C	D	E	F	G	H	I	J
1	McKinney-Vento Case #	Last Name	First Name	Student ID	Grade	School of Origin Outside of Arizona Unified	School of Origin Within Arizona Unified	School of Residence Within Arizona Unified	School of Residence Out of Boundary Based on PNTR	
2	07-01-2026	1								
3	07-01-2026	2								
4	07-01-2026	3								
5	07-01-2026	4								
6	08-05-2026	5								
7	08-05-2026	6								
8	08-05-2026	7								
9	08-05-2024	8								
10	08-05-2024	9								
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12	08-05-2024	11								
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15	08-05-2024	14								
16	08-05-2024	15								
17	08-08-2024	16								
18	08-08-2024	17								
19	08-08-2024	18								

Combined Tracking Sheet Arizona Preschool Arizona Elementary School Arizona Junior High Arizona Online

Please visit the [HEP Training webpage](#) to access the training video to view a demonstration of this content.

Duration of Homelessness

Arizona Context to Consider

Wages

- The **Fair Market Rent (FNR)** for a modest **two-bedroom apartment is \$1,778**.
- A household must **earn \$5,925 monthly or \$71,101 annually**.
- Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an **hourly Housing wage of \$34.18**.

Noticeable Needs

- **Severe housing shortage**
 - For every 100 extremely low-income household, only 26 rental homes are affordable and available (attainable)
 - Arizona needs to make 131,000 more homes affordable for extremely low-income households by expanding access to rental assistance and building deeply affordable rental homes.
- Homelessness **prevention**
- **Rental assistance** program
- **Eviction diversion**
- Initiatives to **mitigate** root cause of **housing instability**

Fundamental Structural Challenges

- **Rise** in housing **costs**
- **Lack** of housing supply that is:
 - **sufficient**
 - **attainable**
 - **affordable**
- **Funding** is needed to **expand shelter capacity**

School Stability: Prioritizing School of Origin

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

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

Re-Eligibility Review Requirements

Reminders to Ensure Programmatic Sustainability & Statutory Compliance

The Arizona Homeless Education Program (HEP) has designed the following guidance document to provide local education agencies (LEAs) and McKinney-Vento Homeless Liaisons with essential guidance and resources to ensure the identification and immediate enrollment of homeless children and youth (HCY) for the duration of their homelessness.

Statutory Requirements

There is no time limit on McKinney-Vento eligibility, as it depends on the student's living situation. The following statutory requirements support the timely identification and immediate enrollment of HCY.

- Students in homeless situations have the right either to continue attending the school of origin, or to enroll immediately in the local school, according to each student's best interest (42 U.S.C. § 11432(a)(3)(A); 42 U.S.C. § 11432(a)(1)(J)(iii)).
- The terms "enroll" and "enrollment" include attending classes and participating fully in school activities (42 U.S.C. § 11434).
- LEAs must presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth (42 U.S.C. § 11432(a)(3)(B)(ii)).
- According to the child's or youth's best interest, the LEA shall continue the child's or youth's education in the school of origin for the duration of homelessness, even if they experience homelessness across multiple academic years (42 U.S.C. § 11432(a)(3)(A)).
- 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 (PK-12th grade) (42 U.S.C. § 11432(a)(3)(ii)).
- LEAs are required to develop, review, and revise policies and procedures to remove barriers to the identification, immediate enrollment, and retention of students experiencing homelessness (42 U.S.C. § 11432(a)(1)(ii)).

Requirements to Ensure Programmatic Sustainability & Statutory Compliance

- Maintaining a policy that previously identified HCY are ineligible in the new academic year due to not having a change in housing, additional move, or loss of housing since the last school year is in violation of the McKinney-Vento Act.
- LEA practices should take into account that families remain in doubled-up situations for months or even years, as they struggle to find employment, housing, and support for other challenges contributing to their homelessness.
- Each family's situation must be evaluated on an individual basis. Implementing a one-size-fits-all approach is not within the scope of the eligibility determination process.
- McKinney-Vento Homeless Liaisons are required to collaborate with local shelters, transitional, and other housing programs to streamline the identification process.
 - LEA practices should take into account that many families remain in housing programs for several years. Therefore, families may continue to qualify each school year, so re-evaluation is critical.

Re-Eligibility Determination Guidance & Resources 1/2025 1

remain in a temporary living situation take into account the following: over through case management will

quiring guardianship is a violation of givers do not seek guardianship, sociated financial costs.

POA) are different in nature and al may create a barrier for the UHY

ht to re-eligibility, reevaluated for eless Liaison must follow guidance

the LEA has the support necessary determinations.

udent Residency Questionnaire omeless Children and Youths is is requested and twice annually.

ur conversations with the parent, If the child or youth meets the ty the needs of the family, and

he school placement decision is realized.

at a child or youth is eligible. ng the Rights of Homeless Students ely.

s acquired through the interview a child or youth is not eligible, ng the Rights of Homeless Students ely.

gibility must detail the reason for lude information regarding the right A's Dispute Resolution process.

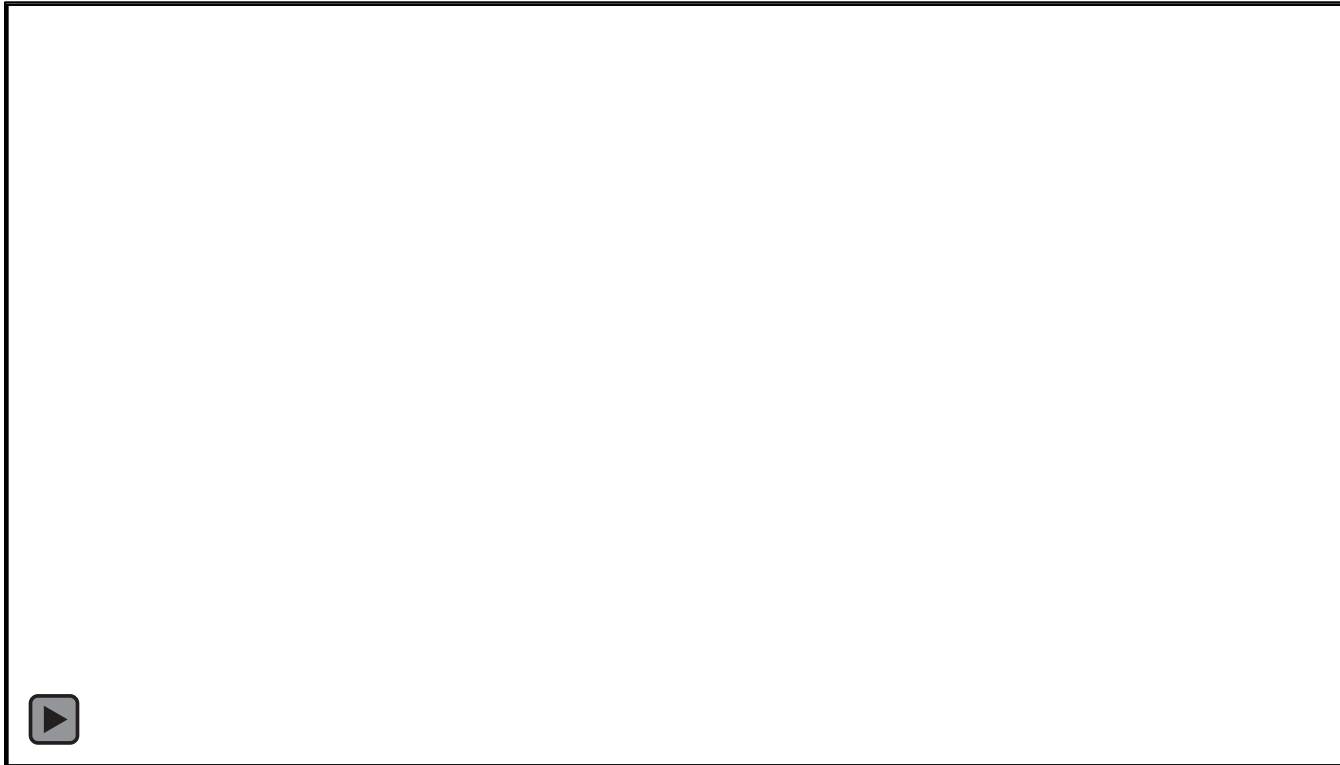
on materials are available for your gibility for McKinney-Vento Rights

Re-Eligibility Determination Guidance & Resources 1/2025 2

- LEA policies that create barriers to re-eligibility is a violation of the McKinney-Vento Act.
 - Ineligibility due to not having a change in housing, additional move, or loss of housing since the last school year
 - A one-size-fits-all approach is not within the scope of the eligibility determination process.
- LEA practices should take into account that families may remain in doubled-up situations for months or even years.
- Each family's situation must be evaluated on an individual basis.
- McKinney-Vento Homeless Liaisons are required to collaborate with local shelters, transitional, and other housing programs to streamline the identification process.

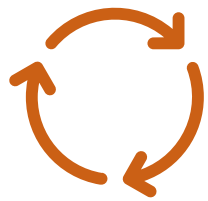
All resources can be found on the Arizona HEP website!

Identification and Eligibility



**All resources can be found on the
Arizona HEP website!**

- [Arizona Student Residency Questionnaire](#)
- [Educational Rights of Homeless Children and Youths](#)
- [Identification Process Guidance & Resources](#)
- [Unaccompanied Homeless Youth Identification Process Guidance & Resources](#)
- [Identification & Eligibility Interview Questions & Checklist](#)
- [Best Interest Determination \(BID\) for School Placement](#)
- [Written Notification of McKinney-Vento Eligibility Decision](#)



EOY Procedures

August

Liaisons connect every part of the **identification process**. They conduct **outreach** for **all previous eligible HCY**, follow up on **referrals**, gather key details, and use **interview** tools to understand the student's situation. Then they apply their training to **determine eligibility**, provide **written notice**, **coordinate** necessary **supports** and **maintain accurate data**.

August Goal:

Continue the
identification
process

Establish services
for identified
26-27 HCY

- As the new school year begins ensure
 - **Continue** conducting **re-eligibility** determinations.
 - **Begin** conducting **eligibility** determinations for **new** enrollment requests.
- Address **transportation** needs
 - Intra-district coordination
 - Inter-district coordination
 - Be mindful of other district school calendars, ensure you have transportation readily available to honor their start dates.
- **Establish** supplement **services** for HCY
- **Continue** conducting ongoing **case management**.



EOY Procedures At-a-Glance

- 1) **Summer school planning** for 25-26 HCY
- 2) Distribute the **Local Comprehensive Needs Assessment (LCNA)**

- 1) **Case management** follow up with 25-26 SY HCY
- 2) **Outreach**, coordination, training with CBOs and **housing partners**
- 3) Complete programmatic and **data reporting requirements**

- 1) Continue the **identification process**
- 2) **Establish services** for identified 26-27 HCY

April

May

June

July

August

- 1) **Confirm summer school** participation and coordinate **transportation**
- 2) Distribute the **End of Year Notification Letter**

- 1) **July 1st Prioritize re-eligibility** determinations for HCY identified in the 25-26 SY
- 2) Conduct **identification process** for new SRQs and referrals for the **26-27 SY**

Managing the Work Successfully



- Yearly Calendar of Events
- Liaison Capacity
 - Summer Requirements
 - Designating Someone for Summer

Example Monthly Calendar of Events for McKinney-Vento Homeless Liaisons

August 2024																																																																																																						
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Arizona McKinney-Vento Homeless Liaisons Calendar of Events Highlights:

- 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

Programmatic Events

- On going eligibility determinations
- Attend monthly ADE HEP administered professional learning
- Provide CBO training, including shelters, and other housing programs
- Arrange meetings with other McKinney-Vento Homeless Liaisons to ensure protocols are established for shared transportation.
- NAEHCY Annual Conference
- Data
 - Bi-weekly data integrity checks
 - Monthly uploads to AzEDS
 - **June 30th deadline**
- Summer School Planning
- End of Year Processes

SchoolHouse Connection Resource:

[McKinney-Vento School Year Calendar of Events](#)

McKinney-Vento School Year 2025-2026



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 2025

- 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. ([Sample housing questionnaire](#))
- Reach out to all youth and families identified under McKinney-Vento during the previous school year to determine if these students continue to meet McKinney-Vento eligibility.
- Ensure that all newly eligible families are identified and services are set up. Conduct a needs assessment with eligible youth and families to ensure that students have what they need for returning to school and know of other available resources. ([Sample needs assessment](#))
- Provide training to appropriate staff members on procedures for setting up services, including entering identification data, setting up transportation, beginning free school meals, and waiving school fees.
- Invite community partners to gather for McKinney-Vento training, share their resources and services, and establish procedures for referrals to the liaison.

“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 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 of 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.			

Assessing the Capacity of the McKinney- Vento Homeless Liaison


**SchoolHouse Connection
Resource:**

[Assessing the Capacity of
LEA McKinney-Vento
Liaisons](#)

Utilizing the LCNA and Education of Homeless Children and Youth (EHCY) Grant Opportunity

- HEP Local Comprehensive Needs Assessment (LCNA)
- Education of Homeless Children and Youth (EHCY) Grant
 - Purpose
 - FY27 Competition Timeline
 - Resources

HEP Local Comprehensive Needs Assessment (LCNA)



Homeless Education
ADE HEP Sample Local Comprehensive Needs Assessment (LCNA)

This sample Local Comprehensive Needs Assessment (LCNA) consists of four surveys that can be utilized to learn about various stakeholder experiences with your LEA's Homeless Education Program (HEP). An assessment of the needs of students experiencing homelessness and effectiveness of your LEA's HEP should take place annually, and results should be utilized to review and revise pertinent policies, procedures, and practices.

This tool is designed to be customized to fit your LEA's Homeless Education Program (HEP). You may find that the number of questions may vary based on the stakeholder group being surveyed. The questions may need to be adjusted to language that pertains to your LEA's HEP and the services you are currently providing. The questions are intended to spark discussion and thought, which will allow you to create a framework for future HEP planning.

The ADE Office of the Coordinator has developed guidance documents and sample forms in alignment with both the McKinney-Vento Homeless Assistance Act and the Arizona ESEA Consolidated State Plan. Please note that these documents have been developed for McKinney-Vento Homeless Liaisons to adopt and adapt to fit the needs of their LEAs. To edit a sample document, refer to the [Converting Sample Documents for LEA Use Guidance Document](#).

General Guidance

- The guidance documents and sample forms have been designed to correspond with [McKinney-Vento Homeless Assistance Act, Non-Regulatory Guidance](#), the [Arizona ESEA Consolidated State Plan](#), and the [National Center for Homeless Education \(NCHHE\)](#). Thorough research was conducted prior to developing and sharing these resources with the field. Where applicable, legal citations have been included within documents. To this end, these resources are designed with statute and best practice in mind and should not require any significant changes.
- Prior to use, update the documents in alignment with your LEA's branding requirements.
- Review the text of each document to ensure the guidance throughout is accurate and applicable to your LEA.
- The Arizona Department of Education's Homeless Education Program staff may modify these documents periodically. Please visit the [ADE Homeless Education website](#) regularly to ensure utilization of the latest version of each document.

e. I did not interact with the McKinney-Vento Homeless Liaison.

ADE HEP Sample Local Comprehensive Needs Assessment 4/2024

Ensures LEAs capture the needs of HCY

Leads to actionable HEP planning

Improves HEP programs

Improves services

Provides organizational structure

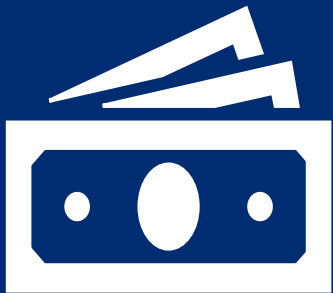
Sets criteria for funding allocations

Arizona Liaisons are required to administer yearly

Requirement in HEP Monitoring

All resources can be found on the [Arizona HEP website!](#)

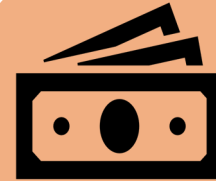
Homeless Education Program Funding Resources



**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

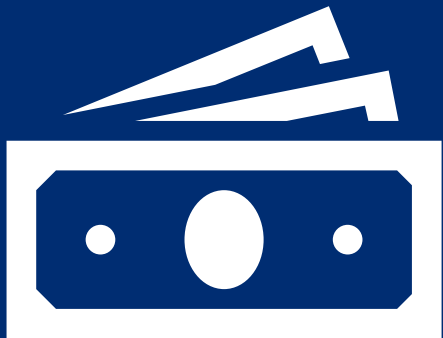
- Access to all activities
- Academic supports
- Extracurricular activities
- Identification & immediate enrollment
- School stability and educational success
- Transportation

EHCY Grant Funds

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

Education for Homeless Children and Youth (EHCY) Grant Opportunity

Application Window Now Open!



Allowable Uses of EHCY Funds

- **Supplement, not supplant**
- **Eliminate barriers for children & youth experiencing homelessness**
 - Identification
 - Immediate enrollment
 - Attendance
 - Academic success
- **16 Allowable Uses**
 - Outreach and identification
 - Immediate enrollment
 - School stability
 - Transportation
 - Educational & wrap-around services

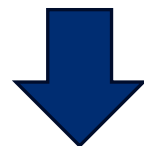
Education for Homeless Children and Youth (EHCY) Grant Opportunity

Application Window Now Open!

April 1, 2026
FY27 EHCY
grant **opens**

June. 26, 2026
Reviews completed and
feedback sent to
applicants

Director Approval-Sept.30, 2027
Subgrantees submit regular and timely
reimbursement requests



June 1, 2026
FY27 EHCY grant **closes**

July 1, 2026
FY26 EHCY project period **begins &**
substantial approval deadline

Sept.30, 2027
FY27 EHCY grant project
period **ends**

Resources



EHCY Grant Website

- **FY27 EHCY Grant Documents**
 - Program Information & Instructions
 - EHCY Assurances
 - Funding Formula
 - Program Narrative Questions
 - EHCY Year I Grant Application Evaluation Scoresheet & Checklist
 - Related Documents
 - Collaboration with Community Based Organizations
- **Use of Funding Tipsheet**
- **Informational Webinar**
- **Budget Coding Cheat Sheet & More!**

Post-Assessment

Let's test your knowledge.

Post-Assessment

1. True or False? It is the responsibility of the McKinney-Vento Homeless Liaison to ensure that previously identified homeless children and youth are re-evaluated in a new school year and identified and supported for the duration of homelessness.
2. Eligibility determinations for the new school year... (Select all that apply.)
3. What is the final date that Homeless Education Program data can be updated for accurate reporting in AzEDS?
4. True or False? HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.

Post-Assessment Results

1. True or False? It is the responsibility of the McKinney-Vento Homeless Liaison to ensure that previously identified homeless children and youth are re-evaluated in a new school year and identified and supported for the duration of homelessness.
 - ✓ **True**
2. Eligibility determinations for the new school year... (Select all that apply.)
 - a) Must not be made until the Liaison returns from summer break
 - b) Can be made by an appointed individual acting in the capacity of the Liaison during the summer months**
 - c) Are made immediately after the last day of the current school year
 - d) Are made beginning July 1st**

Post-Assessment Results

3. What is the final date that Homeless Education Program data can be updated for accurate reporting in AzEDS?
 - a) The last day of school
 - b) June 30th**
 - c) July 1st

4. True or False? HCY can only attend summer school programming if they can obtain their own transportation to the school where the program will be held.
 - ✓ False**



Closing & Next Steps

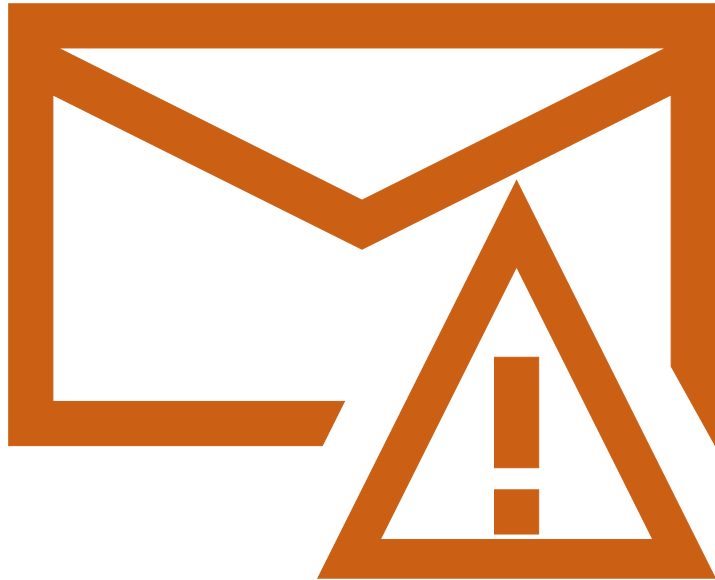
Feedback Survey & Certificates

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



Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov



Optional Office Hours
