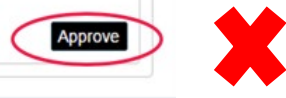





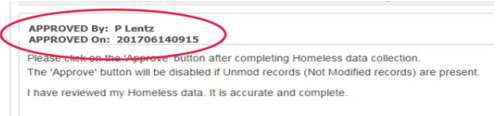
# North Carolina Homeless Education Program

## Annual Data Collection Calendar

August	September	October
<ul style="list-style-type: none"> <li>Review data from prior school year.</li> <li>Review current homeless program needs assessment.</li> <li>Make appropriate LEA staff aware of federal data requirements for data collection.</li> <li>Set up LEA tracking/identification tool for use in addition to the PowerSchool module (i.e. spreadsheet for tracking required data elements as well as relevant additional data elements needed to manage McKinney-Vento program).</li> <li>Enter identifications into LEA tracking/identification tool. <b>(Once PowerSchool homeless module opens identifications will be entered there as well.)</b></li> <li>During enrollment process ask about PK and out-of-school siblings when identifying students within the school setting.</li> <li>Review <a href="#">NCHPEP Data Collection web page</a> for resources available on data collection, which include topical FAQs, archived training video, and user guide.</li> </ul>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool, <b>and into PowerSchool homeless module once open.</b></li> <li>Ensure that user rights for the homeless module are set up for the current academic year for data entry.</li> <li>Continue to ask about PK and out-of-school siblings when identifying students within the school setting.</li> <li>LEAs homeless data count is added to the district's webpage for homeless services <b><u>no later than September 15<sup>th</sup> annually.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool, <b>and into PowerSchool homeless module once open.</b></li> <li>Communicate with district PowerSchool Coordinator on upcoming tasks and deadlines for data collection.</li> <li><b>Notify your NCHPEP Program Specialist by October 20<sup>th</sup> if your school district will have any schools, including year-round schools, operating after June 15<sup>th</sup>.</b> Special submission instructions will need to be shared with LEA data collection staff, and should be included, as appropriate, on identification forms and tracking/identification tools used throughout the district.</li> </ul>
November	December	January
<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool, <b>and into PowerSchool homeless module once open.</b></li> <li>If not done so already, ensure <a href="#">that the Homeless School (297) is set up and functional in the LEA for the current academic year.</a></li> </ul>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool, <b>and into PowerSchool homeless module once open.</b></li> <li><u>Once the homeless module is open, begin entering student identified during the current year so that all identifications are brought up to date as quickly as possible.</u></li> <li>NCHPEP will begin access checks within the homeless module.</li> <li><b>Reminder: Do not approve final data yet!</b></li> </ul> <div style="text-align: center;">  </div> <p><b>SPECIAL NOTE:</b> It is anticipated that PowerSchool homeless module will be open no later than December.</p>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and into PowerSchool.</li> <li>Subgrantees will be requested to provide data reports to State Coordinator's office no later than January 31<sup>st</sup>. <b>No Exceptions!</b></li> <li>Entries of preschool and out-of-school siblings should be up-to-date and entered no later than January 15<sup>th</sup> of each year.</li> <li>Mid-January: Updated DC video training and User Guide posted to website.</li> <li><b>Reminder: Do not approve final data yet!</b></li> </ul> <div style="text-align: center;">  </div>

# North Carolina Homeless Education Program

## Annual Data Collection Calendar

February	March	April
<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and PowerSchool.</li> <li>Consult with district PowerSchool staff on students with multiple identifications, such as CECAS and/or Migrant, to determine protocol for enrollment and entry of homeless student data.</li> <li><b>State Coordinator's office will review current submissions and request additional information from LEAs and charter schools as appropriate.</b></li> <li><b>Reminder: Do not approve final data yet!</b></li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and PowerSchool.</li> <li><b>Reminder: Do not approve final data yet!</b></li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and PowerSchool.</li> <li>If you have not already done so or there has been a change to your district's calendar, contact your NCHPEP Program Specialist if any school in your LEA will hold class after June 15<sup>th</sup>. This not only includes year-round schools, but also any late school closings due to inclement weather. Special submission instructions will need to be shared with LEA data collection staff.</li> </ul>
May	June	July
<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and PowerSchool.</li> <li><b>Do not approve data until after the close of the last school day in your district.</b></li> <li>Acknowledgement of a successful submission is shown on the Homeless School Summary page as well as on the Homeless Students page.</li> </ul> <div style="margin-top: 20px;">  </div> <p><b>SPECIAL NOTE:</b>  <b>Submissions must be made by all LEAs and charter schools, whether</b></p> <ol style="list-style-type: none"> <li>1) There is a student count to submit, or</li> <li>2) If there are "0" students to report.</li> </ol>	<ul style="list-style-type: none"> <li>Enter identifications into LEA tracking/identification tool and PowerSchool.</li> <li>Prior to submitting data, cross reference Homeless School Summary page totals with individual school pages to ensure all students are included in the collection.</li> <li>Additionally, cross reference PowerSchool student counts with any other data source (i.e., spreadsheet) that has been used to capture student data throughout the academic year.</li> <li><b>Data submissions are due June 15<sup>th</sup> UNLESS your LEA has schools in session after June 15<sup>th</sup>, and the LEA has been notified of a different submission procedure by the State Coordinator's office.</b></li> <li><b>No exceptions to deadlines and no further access to modify entries once submission is made.</b></li> <li>Include appropriate data in End-of-Year Report to State Coordinator and/or appropriate school officials.</li> <li>Speak with appropriate school staff regarding LEA website data posting due on September 15<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>Review documentation on hand for any potential monitoring visit that may be scheduled in the coming year.</li> <li>Begin reviewing the homeless needs assessment and update to reflect the new data that was collected.</li> </ul>