

North Carolina Homeless Education Program

NCHPEP McKinney-Vento Data Collection Quick Guide – Submitting “0” Students

- Sign in to PowerSchool.
- Set “School” to “LEA Office” and “Term” to “the current academic school year.”
 - The user must have access rights to view/edit the “LEA Office” school in order to complete the data collection process. If the user does not have access rights and cannot get access rights prior to the submission deadline, another staff member who does have access rights may make the submission for the user for this collection.
- Access the Homeless module from the left-side navigation pane; typically found under “Federal” or “Title X.”
- Click on “Homeless Students” tab.
- Ensure that there are no students visible in the list at the bottom of the page.
 - If you see any students listed on this page, you will either need to delete the student(s) if they are not McKinney eligible in the current academic school year or you will need to modify their record to reflect information for the current academic school year.
- Click on “Go To Homeless School Summary View/Approve” button; once there confirm that there are no student counts.
 - If you have any student counts, further action to find/modify or delete those records will be needed.
- Return to the “Homeless Student” page. Locate the “No Homeless Students To Report for the LEA” check box, and click on the check box to select it.
- Note the “Approved On” and “Approved By” lines beneath this line. This will populate when the submission is successfully transmitted.
- Click on “Go To Homeless School Summary View/Approve” button.
- If the LEA student count is at least 10% different from the prior year, a section for “attestation” of percent change in data will appear. Details on completing this section are found in the [tip sheet on attestation](#). This section will not appear if the percent change is under 10%.
- Scroll down to the bottom of the page and click on the “Approve” button.
- Your submission has successfully gone through when you see your name and the date/time stamp appear in the lower left of the page in the “Approved On” and “Approved By” lines.

Further information including screenshots are contained in the NCHPEP Data Collection User Guide located on the [Data Collection web page](#).

If you are unable to complete any of these steps or need further assistance, please contact your Program Specialist or Lisa Phillips, State Coordinator.

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