

North Carolina Homeless Education Program

NCHPEP McKinney-Vento Data Collection Data Collection Checklist

Prior to submitting your data, use this checklist to ensure that all necessary steps have been taken to ensure a successful submission.

- ✓ Data submission should not be made prior to the close of your last school day within the current academic year, but no later than June 15th. *
- ✓ If your last school day occurs AFTER June 15th, please contact your Program Specialist as soon as possible to discuss appropriate steps for submission.

Have you....

<input type="checkbox"/>	Confirmed that there are no unmodified students visible after clicking the "Not Modified" radio button on the Homeless Student page?
<input type="checkbox"/>	Entered all identifications for students enrolled in your LEA for the current academic year?
<input type="checkbox"/>	Entered all identifications for students who may have withdrawn from your LEA prior to the opening of the homeless pages for the current academic year?
<input type="checkbox"/>	Enrolled all qualifying preschool and/or out-of-school siblings into the Homeless school and provided all requested McKinney-Vento information on each student's homeless page?
<input type="checkbox"/>	Confirmed that totals on the Homeless School Summary page correspond to each school list total and any other LEA collection system which is being used?
<input type="checkbox"/>	Confirmed on the Homeless School Summary page that there are no "unmodified" records shown for any school? <ul style="list-style-type: none">➤ Since there is no preload list, your "Approve" button on the "Homeless School Summary View/Approve" page will be active which could lead to a premature submission if it is clicked prior to the end of your academic year.
<input type="checkbox"/>	All data has been entered in to PowerSchool and is ready for submission no later than the June 15 th deadline? <ul style="list-style-type: none">➤ If your last school day is after June 15th, have you contacted your Program Specialist to discuss your specific situation? *

- ✓ Once you have confirmed that you are ready to submit, click on the "Approve" button.
- ✓ Successful submission is indicated by a confirmation message indicating **who submitted the data** along with a **date and time stamp** in two locations:
 - The Homeless School Summary screen (lower left side)
 - The Homeless Students screen (top third, underneath the "No Homeless Student to Report for the LEA")