North Carolina Homeless Education Program

NCHEP McKinney-Vento Data Collection
Quick Guide - Submitting Student Counts

Entry of students into the homeless module is <u>only one step</u> in the process of data collection.

The submission process is separate. Below is a quick reference to the submission process:

- ➢ Log into PowerSchool.
    - o (Be sure user rights allow for full access into "LEA Office.")
- ➢ Set "School" to "LEA Office."
- ➢ Set "Term" to "the current academic year."
- ➢ Click on "Homeless" in the left-side navigation pane.
- ➢ Click on the "Homeless Students" tab.
- ➢ Confirm that "School" and "Term" are still set as directed above, and that you see a listing of all the students entered into the collection.
    - o If you wish to export your data prior to submission, it is recommended that you do that prior to approving your data. This is done by clicking on "Export All Data" (shown to the left of the "Go To Homeless School Summary View/Approve" button). All data entered is downloaded in .csv format. The file can be saved as an Excel workbook for later use.
- ➢ Click on "Go To Homeless School Summary View/Approve."
- ➢ Review the list of schools to ensure that school counts match other documentation that exists for each school to ensure that all students will be captured in the collection.
    - o If any discrepancies appear, research will be needed to correct totals.
- ➢ Once all school counts have been verified, scroll to the bottom right of page and click on "Approve."
- ➢ When the submission transmits, the "Approved On" and "Approved By" lines to the far left of the "Approve" button will populate with the user's name and a date/time stamp.
    - o *Additionally, the same acknowledgement message will appear on the Homeless Student page underneath the "No Homeless Students to Report in this LEA" line.*

Further information including screenshots are contained in the NCHEP Data Collection User Guide located on the Data Collection web page***.***

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If you are unable to complete any of these steps or need further assistance, please contact:

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