First thing, under school setup > Years and Terms (needs to be current year also a next year so students will continue the follow year in the homeless school)
North Carolina Homeless Education Program

NCHEP McKinney-Vento Data Collection
Tips for Setting Up and Enrolling into Homeless School

School Setup

Preferences setup exactly like your daily attendance schools.
**North Carolina Homeless Education Program**

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Tips for Setting Up and Enrolling into Homeless School

**Full-Time Equivalencies (FTE)** add new title: Homeless Full time, time to day, you will only need grade levels that are not school age students. Your homeless school students are students in the homeless school are not yet enrolled in a regular school. If your students that are in grade K-13 should be enrolled in your regular school and coded homeless.
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Tips for Setting Up and Enrolling into Homeless School

**Attendance Conversions** click time

<table>
<thead>
<tr>
<th>FTE</th>
<th>Period</th>
<th>Code</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless Full Time</td>
<td>(NONE)</td>
<td>(NONE)</td>
<td>2 Tiers</td>
</tr>
</tbody>
</table>

**Time-To-Day Attendance Conversion "Homeless Full time" for FTE "Homeless Full Time"**

Put in exactly...360 is fulltime student. These students do not attend school therefore they do not need bell schedule. They are always fulltime unless you get information to withdraw them from the homeless school.
After this you are ready to start enrolling in the Homeless school.

Homeless students must qualify and the only thing my homeless school liaison gives me is the birth certificate and enrollment date.

We just put in the correct name from birth certificate, DOB, gender, federal ethnicity, race code, Full-time will be Homeless, grade level according to birthdate, LEA of residence, mother and father name.

There is no address required because they are HOMELESS..........................

*special note* if you get the following error message:

An error occurred during communication with the eScholar system. To resolve this issue, contact eScholar and provide them with the following information:

[500, Internal Server Error] Parameters failed Validation: AGENCY_NOT_FOUND

Put in a ticket with DPI, they will need to add to E-Scholar to your homeless school