

North Carolina Homeless Education Program

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

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)

HEP INFORMATION SYSTEM

School: Homeless Term: 13-14 Year

Start Page > School Setup > Years & Terms

Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
2013-2014	13-14	08/26/2013	06/17/2014	Edit Terms
2014-2015	14-15	08/25/2014	06/11/2015	Edit Terms

Note: This list of school years applies to Homeless only.

Years and terms
First and last day of school year

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks
- State Reports

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Federal

- CTE
- Concentrator Survey
- Title X
- Homeless

Setup

- School
- System
- Personalize

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School Setup

Start Page > School Setup

Functions

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School Setup

Attendance	Description
Attendance Codes	Define attendance codes and their attributes.
Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.
Preferences	Specify general attendance preferences.
Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.
Quick Look Up Preferences	Set display preferences for the Quick Look Up Report Page.

Calendaring	Description
Automated Calendar Setup	Set up calendar days according to a pattern.
Bell Schedules	Define bell schedules for the current school
Calendar Setup	Assign days to membership types and schedules.
Reporting Segments	Define beginning and ending dates for special reports.
PMR Interval Setup	Define PMR Months for NC Reports
PMR Instructional Minutes Setup	Set Up Daily Instructional Minutes

General	Description
Activities Setup	Define school specific extra-curricular activities.
Balance Alert	Define cutoffs for fee and lunch balance alerts.

Preferences setup exactly like your daily attendance schools.

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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.


Full-Time Equivalencies (FTE) > Edit Full-Time Equivalency (FTE)

Edit FTE Code

Name	<input type="text" value="Homeless Full Time"/>
Default Attendance Mode	<input type="text" value="Daily"/>
Default Attendance Conversion	<input type="text" value="Time to Day"/>
Description	<input type="text"/>

Default for these grades

- 6
- 5
- 4
- 3
- 2
- 1
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13



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

Attendance Conversions click time

School: Homeless Term: 13-14 Year

Attendance Conversions

Note: This list of Attendance Conversions applies to Homeless for the current year only.

FTE	Period	Code	Time	
Homeless Full time Conversion				
Homeless Full Time	(NONE)	(NONE)	2 Tiers	0 .. 1

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

Attendance Conversions > Time

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

Note: This list of Attendance Conversions applies to Homeless only.

Minutes Present	Day Attendance Value
0	0
360	1

Used by Bell Schedules:
No bell schedules use this attendance conversion.

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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