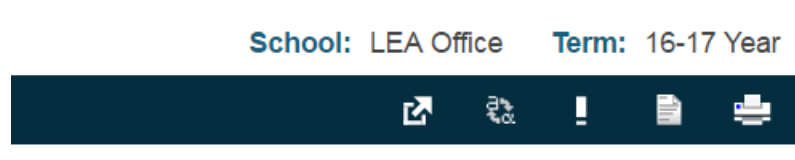


North Carolina Homeless Education Program

NCHPEP McKinney-Vento Data Collection Tips for Working with Withdrawn Students

Be sure your school year = “current academic year” (i.e. 2016-2017).

"School" = LEA office (*during the search process*).



Go to the Start Page and use “/” to search for specific student...click on magnifying glass to initiate search (works better than just using the "enter key"). You can search using the student name or student ID number (/lastname or /0000000).

Start Page

Students Staff Parents District Search

/studentlastname or /idnumber SN

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

-8 -7 -6 -5 -4 -3 PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 M F

Multi Select

From the results window, choose the specific student you want.

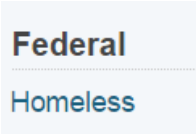
In the dark blue bar at top of page you will see....Start Page (student selection...general demographics). Under here is student’s name, grade, id #, school they were enrolled in....and shows “transferred out.”

At this point, you will have to change your “school” to be “specific school you are working with and leave the LEA office.

North Carolina Homeless Education Program

NCHPEP McKinney-Vento Data Collection Tips for Working with Withdrawn Students

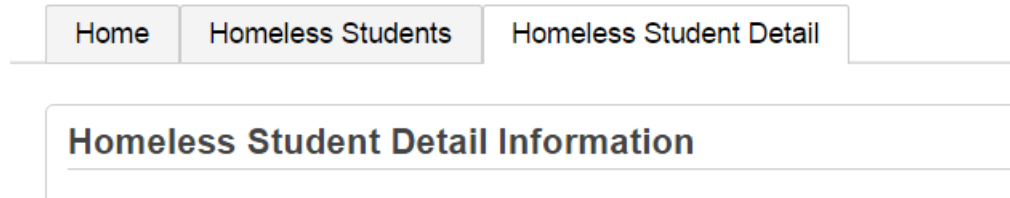
Go to left side bar and scroll to FEDERAL and choose HOMELESS.



Click on HOMELESS and on the resulting screen, in the dark blue bar you will see:
Start Page – Homeless – Homeless Students – Homeless Student’s Detail Record

Demographics

Transferred Out



Choose the Homeless Student's Detail Record option.

Enter the McKinney Vento data requested.

Once done entering data, scroll to bottom right and click “Save” to save the record.