
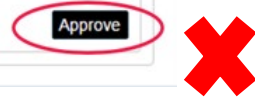




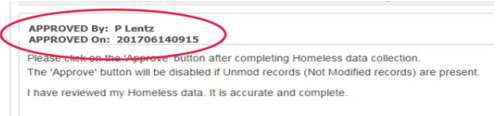
North Carolina Homeless Education Program

Annual Data Collection Calendar

August	September	October
<ul style="list-style-type: none"> Review data from prior school year. Review current homeless program needs assessment. Make appropriate PSU staff aware of federal data requirements for data collection. Set up PSU tracking/identification tool for use in addition to the PowerSchool module (i.e. spreadsheet for tracking required data elements as well as relevant additional data elements needed to manage McKinney-Vento program). Enter identifications into PSU tracking/identification tool. (Once PowerSchool homeless module opens identifications will be entered there as well.) During enrollment process ask about PK and out-of-school siblings when identifying students within the school setting. Review NCHPEP Data Collection web page for resources available on data collection, which include topical FAQs, archived training video, and user guide. 	<ul style="list-style-type: none"> Enter identifications into PSU tracking/identification tool, and into PowerSchool homeless module once open. Ensure that user rights for the homeless module are set up for the current academic year for data entry. Continue to ask about PK and out-of-school siblings when identifying students within the school setting. PSUs homeless data count is added to the district's webpage for homeless services <u>no later than September 15th annually.</u> 	<ul style="list-style-type: none"> Enter identifications into PSU tracking/identification tool, and into PowerSchool homeless module once open. Communicate with district PowerSchool Coordinator on upcoming tasks and deadlines for data collection. Notify your NCHPEP Program Specialist by October 20th if your school district will have any schools, including year-round schools, operating after June 15th. Special submission instructions will need to be shared with PSU data collection staff, and should be included, as appropriate, on identification forms and tracking/identification tools used throughout the district.
November	December	January
<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. <u>Should be entering all current identified students so that all identifications are brought up to date as quickly as possible.</u> If not done so already, ensure that the Homeless School (297) is set up and functional in the LEA for the current academic year. 	<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool <u>Should be entering all current identified students so that all identifications are brought up to date as quickly as possible.</u> NCHPEP will begin access checks within the homeless module. Reminder: Do not approve final data yet! <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. All PSUs will complete a mid-year data collection survey. REQUIRED Entries of preschool and out-of-school siblings should be up-to-date and entered no later than January 15th of each year. Mid-January: Updated DC video training and User Guide posted to website. Reminder: Do not approve final data yet! <div style="text-align: center;">  </div>

North Carolina Homeless Education Program

Annual Data Collection Calendar

February	March	April
<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. Consult with district PowerSchool staff on students with multiple identifications, such as CECAS and/or Migrant, to determine protocol for enrollment and entry of homeless student data. State Coordinator's office will review current submissions and request additional information from PSUs as appropriate. Reminder: Do not approve final data yet! <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. Reminder: Do not approve final data yet! <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. If you have not already done so or there has been a change to your district's calendar, contact your NCHPEP Program Specialist if any school in your PSU will hold class after June 15th. This not only includes year-round schools, but also any late school closings due to inclement weather. Special submission instructions will need to be shared with PSU data collection staff.
May	June	July
<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. Do not approve data until after the close of the last school day in your district. Acknowledgement of a successful submission is shown on the Homeless School Summary page as well as on the Homeless Students page. <div style="margin-top: 20px;">  </div> <p>SPECIAL NOTE: Submissions must be made by all PSUs, whether</p> <ul style="list-style-type: none"> There is a student count to submit, or If there are "0" students to report. 	<ul style="list-style-type: none"> Enter identifications into PowerSchool homeless module and into PSU tracking/identification tool. Prior to submitting data, cross reference Homeless School Summary page totals with individual school pages to ensure all students are included in the collection. Additionally, cross reference PowerSchool student counts with any other data source (i.e., spreadsheet) that has been used to capture student data throughout the academic year. Data submissions are due June 15th UNLESS your PSU has schools in session after June 15th, and the PSU has been notified of a different submission procedure by the State Coordinator's office. No exceptions to deadlines and no further access to modify entries once submission is made. Include appropriate data in End-of-Year Report to State Coordinator and/or appropriate school officials. Speak with appropriate school staff regarding PSU website data posting due on September 15^t 	<ul style="list-style-type: none"> Review documentation on hand for any potential monitoring visit that may be scheduled in the coming year. Begin reviewing the homeless needs assessment and update to reflect the new data that was collected.