**Needs Assessment Checklist for Charter/Lab/Virtual Schools**

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**(LEA NAME)**

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Submission Date to NCHEP: \_\_\_\_\_\_\_\_\_**

**Directions:** This **required** needs assessment is a tool that should be utilized by your LEA to guide decisions concerning your Homeless Education Program. This document is intended for Charter/Lab/Virtual Schools that identify **under 10** homeless students a school year.

**Needs Assessment Data**

The data bar should be updated annually and used as a resource when conducting your homeless education needs assessment. Additional columns may be added, if needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Identified Students** | **Unaccompanied Homeless Youth** | **0-5 Age Siblings** | **Doubled-Up** | **Shelter** | **Hotel/Motel** | **Other** |
|  |  |  |  |  |  |  |  |

**Needs Assessment Checklist**

Based on the work you are conducting as the homeless liaison for your LEA, answer the following question with a Yes, No or Unsure. If your response is No or Unsure, please give further details in the comments section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Topic*** | ***Guiding Questions*** | ***Yes*** | ***No*** | ***Unsure*** | ***Comments*** |
| ***Awareness*** | * Are personnel within your LEA aware/educated on the requirements of the McKinney-Vento Act? * Do school personnel know who to refer students to if they have concerns about a student experiencing homelessness? * Are you working with community agencies to ensure they are aware of McKinney-Vento Act? * Are homeless education posters displayed at each school within your LEA? * Is your McKinney-Vento web posting up to date? |  |  |  |  |
| ***Policies***  ***&***  ***Procedures*** | * Are you reviewing/revising district policies, regulations, and practices that might be barriers to the school enrollment, attendance, and success of homeless students? * Are you supporting homeless students’ right to attend the school of origin when doing so is in their best interest? * Do you provide basic services and supports, such as school supplies, fee waivers, and transportation, as needed? * Does the district have a written dispute resolution policy? Are parents provided with a copy when disputes arise? |  |  |  |  |
| ***Identification, Enrollment, & Access*** | * Do you enroll homeless students immediately? * Do you identify and remove barriers to school enrollment and success for homeless students? Are barriers specific to homeless unaccompanied youth eliminated? * Do you consider data relative to poverty, unemployment, foreclosures, and other economic trends in your community when assessing the accuracy of your numbers of homeless students identified and served? * Is your district addressing the needs of homeless unaccompanied youth? Homeless preschoolers (0-5 years old)? Homeless migrant students? |  |  |  |  |
| ***Student Success*** | * Are students identified as homeless in your district grade-level proficient in reading and math? * Is the academic proficiency of homeless students increasing in your district? * Are you monitoring homeless student’s attendance, grade-level promotion/retention, graduation rates, disciplinary referrals, etc.? |  |  |  |  |
| ***Collaboration – Internal*** | * Are you communicating and making decisions with Title I program leaders in your district? * Are the reservation of Title IA funds, amount, and use determined jointly between Title IA and the local liaison? * Do you collaborate with the following personnel within your district?   + Transportation Director   + School Registrars   + EC Department   + Child Nutrition   + English Learners   + Early Learning Services   + Migrant Education   + Dropout and Truancy Prevention   + Tutoring Programs   + School Counselors and Social Workers   + School Nurses   + Others |  |  |  |  |
| ***Collaboration -***  ***External*** | * Do you frequently communicate with community agencies that serve homeless families? * Do you have a list of community resources/agencies to share with families who are experiencing homelessness? * Do LEA staff members participate in collaboration with Head Start, Runaway and Homeless Youth Act programs, HUD, etc.? * Are there any projects/initiatives underway as a result of collaboration within the community network? |  |  |  |  |
| ***Resources/***  ***Capacity*** | * Do you have resources available to meet the unique needs of your homeless students? * Does your district receive a McKinney-Vento subgrant? * Does your district receive ARP-HCY funding? * Have you met with your Title I director to discuss Title I set-aside amount? * Are you monitoring how funds are being used? |  |  |  |  |

**Needs Assessment Summary: High Priority Needs**

In the following table, choose two-three focus areas that are a high priority need as identified in the guiding questions. Create a measurable goal that the LEA should achieve during the next year to address each need.

|  |  |  |
| --- | --- | --- |
| *Focus Area* | *Priority Needs* | *Measurable Goal* |
| *Awareness* |  |  |
| *Policies & Procedures* |  |  |
| *Identification, Enrollment & Access* |  |  |
| *School Selection* |  |  |
| *Student Success* |  |  |
| *Collaboration- Internal* |  |  |
| *Collaboration- External* |  |  |
| *Resources, Capacity, and Compliance* |  |  |
| *Other* |  |  |