**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.?
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| ***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* |  |  |