










# North Carolina Homeless Education Program

## Annual Data Collection Checklist Calendar

August	September	October
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review data from the prior school year and begin assessing unhoused students.</li> <li><input type="checkbox"/> Review the current homeless program needs assessment.</li> <li><input type="checkbox"/> Make appropriate LEA staff aware of federal data requirements for data collection.</li> <li><input type="checkbox"/> Ensure that user rights for the homeless program in Infinite Campus are set up for the current academic year for data entry.</li> <li><input type="checkbox"/> Ensure with the LEA Infinite Campus Coordinator that the NCDPI 296 school is set up for the entry of 0-5-year-old and out-of-school siblings.</li> <li><input type="checkbox"/> Set up LEA tracking/identification tool for use in addition to the Infinite Campus Student Information System (i.e., spreadsheet for tracking required data elements as well as relevant additional data elements needed to manage the McKinney-Vento program).</li> <li><input type="checkbox"/> <b>Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</b></li> <li><input type="checkbox"/> During the enrollment process, ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Review the <a href="#">NCHEP Data Collection</a> web page for resources available on data collection.</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</b></li> <li><input type="checkbox"/> Communicate with the district's Infinite Campus Coordinator on upcoming tasks and deadlines for data collection.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Ensure the LEA's homeless data count is added to the district's webpage for homeless services <b>no later than September 15<sup>th</sup> annually.</b></li> </ul> <p><b>Resources:</b>  <a href="#">North Carolina Homeless Education Program Data Website</a>  <a href="#">National Center for Homeless Data Website</a>  <a href="#">SchoolHouse Connection Data Profile</a></p> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</b></li> <li><input type="checkbox"/> Notify your <a href="#">Program Administrator</a> by <b>October 20<sup>th</sup> if your school district will have any schools, including year-round schools, operating after June 15<sup>th</sup>.</b> Special submission instructions will need to be shared with the homeless liaison.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Attend the Regional Compliance Forum to gain additional knowledge on how to analyze and use your data to increase awareness, identification, and support the needs of your students experiencing homelessness. <b>REQUIRED</b></li> <li><input type="checkbox"/> Attend Data Collection Training</li> <li><input type="checkbox"/> Analyze data to ensure identifications are on target compared to the number of students in the district, past identification rates, impact of disaster(s), etc.</li> </ul> 




# North Carolina Homeless Education Program

## Annual Data Collection Checklist Calendar

November	December	January
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Complete Mid-Year Data Collection Survey, January 15 – 31. <b>REQUIRED</b></li> </ul> 
February	March	April
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Review feedback on the Mid-Year Data Collection Survey provided by your program administrator to ensure areas of need are addressed.</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Begin cross-checks with your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission.</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Continue cross-checking your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission.</li> </ul> 

# North Carolina Homeless Education Program

## Annual Data Collection Checklist Calendar

May	June	July
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Attend End-of-Year Data Submission Training</li> <li><input type="checkbox"/> Cross-check your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission.</li> <li><input type="checkbox"/> Complete your EOY Data Submission after the last day of school. <b>REQUIRED</b></li> <li><input type="checkbox"/> Retain a copy of the final data submission report for your records.</li> </ul> <p><b>SPECIAL NOTE: Submissions must be made by all LEAs, whether</b></p> <ul style="list-style-type: none"> <li>• There is a student count to submit, or</li> <li>• If there are “0” students to report.</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program.</li> <li><input type="checkbox"/> Continue to ask about 0–5-year-old and out-of-school siblings when identifying students within the school setting. Ensure these siblings are added to the tracking tool and Infinite Campus.</li> <li><input type="checkbox"/> Cross-check your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission.</li> <li><input type="checkbox"/> Complete your EOY Data Submission after the last day of school. <b>REQUIRED</b></li> <li><input type="checkbox"/> Retain a copy of the final data submission report for your records.</li> <li><input type="checkbox"/> Data submissions are due June 15th UNLESS your LEA has schools in session after June 15th, and the LEA has been notified of a different submission procedure by the State Director’s office.</li> <li><input type="checkbox"/> No exceptions to deadlines and no further access to modify entries once submission is made.</li> <li><input type="checkbox"/> Include appropriate data in the End-of-Year Report to the State Director and/or appropriate school officials.</li> <li><input type="checkbox"/> Speak with appropriate school staff regarding PSU website data posting due on September 15<sup>th</sup>.</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review documentation on hand for any potential monitoring visit that may be scheduled in the coming year.</li> <li><input type="checkbox"/> Update the homeless program needs assessment to reflect the new data that was collected.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><a href="#">North Carolina Homeless Education Program Data Website</a></li> <li><a href="#">Nation Center for Homeless Data Website</a></li> <li><a href="#">SchoolHouse Connection Data Profile</a></li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>

Created: April 2025