

North Carolina Homeless Education Program

McKinney-Vento Homeless Infinite Campus Data Collection



 North Carolina Department of
PUBLIC INSTRUCTION

McKinney-Vento Data Collection

IT'S REQUIRED!

U. S. Department of Education
requirement for
all LEAs

**Even if you have “0”
students to report.**



Annual Homeless Data Collection Schedule



- Collect data as identifications occur
- Mid-Year homeless data collection – January
- Charter submission date- May 31st each year
- Homeless Module closes – June 15th each year

Homeless Data Collection Dates in Infinite Campus

Opening Date

First Day of School

Closing Date

June 15, 2026

- ✓ Once data are submitted and approved, your LEA will not be able to go back into the program to delete, edit, or add student information without assistance from NCDPI through your NCHEP Program Administrator.
- ✓ In the event of identification(s) after early submission, notify NCHEP so that your LEA can be reopened on a predetermined date to allow for the inclusion of additional student information.

Infinite Campus Homeless Data Entry Guide

Homeless (North Carolina)
Last Modified on 10/24/2024 9:23 am CDT

[Enter Homeless Records](#) | [Print Homeless Summary Report](#) | [Documents](#) | [Homeless Field Descriptions](#)

Tool Search: Homeless

The Homeless tool records basic homeless information. The list of homeless records is sorted by Start Date.

See the core [Homeless](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

Homeless Student, Eleanor Student ID: 2585754533 Grade: 9 08/01/2018

Homeless Record

Start Date: 08/01/2018 End Date: 08/01/2018 Homeless Status: Homeless

Read - View the student's existing Homeless record.
Write - Modify the students' existing Homeless record.
Add - Add a new Homeless record.
Delete - Permanently remove a student's Homeless record.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Use the [Federal/State Program Updater](#) tool to import Homeless information to this tool.

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Search

Homeless (North Carolina)

Sample LEA Tracking Tool

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DATA ENTERED INTO POWER SCHOOL	FIRST NAME	LAST NAME	BIRTHDATE	GRADE	SCHOOL	RETAINED PREVIOUS YEAR (Y/N)	QUALIFY (Y/N)	DATE OF DECISION	ELIGIBLE AS OF	DOUBLED UP	MOTEL	SHELTER	COUCH SURFING	UNACCOMPANIED YOUTH	MILEAGE REIMBURSEMENT
2																
3																
4																
5																
6																
7																
8																
9																
10																
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39																

Infinite Campus Access/ Technical Assistance



**Contact your Infinite Coordinator
in your LEA for:**

- Systems access
- User rights
- Enrolling 0-5 Age Siblings
- Infinite Campus technical issues

System Reminders



- No preloaded students from the prior academic year.
- No provision for bulk uploads.
- CECAS and Migrant students can be captured in homeless data collection.
- Homeless data can be exported for homeless liaison use.
- Final approvals should be made on or following the last day students are in attendance.

Who to Include in Reporting

Any student who:

- Has been enrolled in your LEA at any point during the academic year, AND
- Was identified as McKinney- Vento during the current academic year.

Any preschool-aged (Birth - 5 yrs. – not Kindergarten) sibling of an identified student who:

- Is also living in the same or another qualifying McKinney-Vento situation.

Any school-aged, out-of-school sibling of an identified student, who:

- Is also living in the same or another qualifying McKinney-Vento situation.

Adding Identification of an Enrolled Student

Ensure you are in the correct:

- School Year
- District
- School
- Calendar
- Structure

24-25

Context

Year
24-25

District
Avery County Schools (060)

School
Avery County High

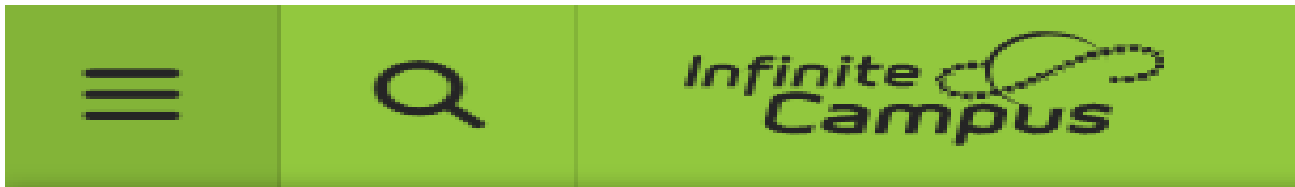
Calendar
24-25 Avery County High

Structure
Main





Save Cancel

Adding Identification of an Enrolled Student (Continued)


Locate the student using the search tool.



Summary ☆

 Ward, Neely  Student #: 1234 Grade: 4 DOB: 01/06/2015
 Medical  School Pickup

Person Information

	Full Name Ward, Neely	Grade 4	Birth Date 01/06/2015	Age 9	Student Number 1234
	Email award@serve.org	Homeroom 112			

[Show More](#)

Adding Identification of an Enrolled Student (Continued)

Student Information

X

General

Ad Hoc Letters
Agreements
ALPS
Alternate ID Lookup
Assessment
Athletics
Attendance
Behavior
Blended Learning Group
Assignments
Contact Log

Credit Summary
Enrollments
Fees
Flags
Forms
Grades
Graduation
Lockers
Profile
Programs

Records Transfer
Report Comments
Schedule
Standards Portfolio
Student Locator Wizard
Summary
Test Accommodations
Transcripts
Transportation
Waiver

General Student Administration

Custom Form Setup
Custom Module Setup
Enrollment Cleanup Wizard
Enrollment End Batch Wizard
Enrollment End Status Setup
Enrollment Roll Forward Wizard
Enrollment Start Status Setup

Form Batch Setup
Photo Export
Photo Import
Report Comments Batch Wizard
Student Constraints Roll Forward Wizard
Transcript Post Wizard

Academic Planning

Programs
Progress
Course Plan

Activity Registration

Activity Dashboard
Activity Monitor
Activity Form Cleanup
Activity Roll Forward
Preapproval Configuration
Preapproval Requests

Assessment Administration

Achievement Standards Setup
Assessment Center
Copy Assessments Tool
Proficiency Levels Setup
Score Import Wizard
Test Setup

Counseling

Counseling Contact Log
Counseling Documents
Counseling Team Members
Early Warning
Meetings

English Learners

English Learners (EL)
English Learners (EL)
Assessments
English Learners (EL) Services
English Learners (EL)
Accommodations

PLP

PLP Caseload
PLP Contact Log
PLP Documents
PLP Team Members

PLP Administration

PLP Plan Type Setup
PLP Progress Option Setup
PLP Service Position Setup
PLP Service Provider Setup
PLP Services Setup
PLP Template Bank Setup

Program Administration

Academic Plan Progress Batch Report
Academic Plan Status Report
Academic Program Setup
Batch Program Assignment Wizard
Course Plan Administration
Course Plan Batch Report
English Learners (EL) Accommodation Type Setup

English Learners (EL) Batch Update Wizard
English Learners (EL) Service Type Setup
Federal/State Program Update Wizard
Flags Setup
Graduation Program Setup
Program Sessions Setup
Program Setup


Program Participation


COE
Early Learning
FERPA
Foster Care
Gifted
Homeless
Migrant
Program Services
Section 504
Title 1



Adding Identification of an Enrolled Student (Continued)





The screenshot shows a web-based interface for managing student information. At the top, the student's name is "Homeless" with a star icon. The breadcrumb navigation path is "Student Information > Program Participation > Homeless". The student's details are: "Ward, Neely", Student # 1234, Grade: 4, and DOB 01/06/2015. There are two status icons: "Medical" (green) and "School Pickup" (purple). A "Related Tools" dropdown menu is visible on the right. Below the student details, there are two buttons: "New" (green) and "Print Summary Report" (green). The main content area is titled "Homeless Editor" and contains a table with the following columns: "Start Date", "End Date", "Primary Night Time Residence", "Unaccompanied Youth", "Served with McKinney-Vento", and "Created By". The table is currently empty. On the right side of the interface, there is a vertical list of categories: "COE", "Early Learning", "FERPA", "Foster Care", "Gifted", "Homeless" (highlighted in green), "Migrant", "Program Services", "Section 504", and "Title 1".

Adding Identification of an Enrolled Student (Continued)

 Homeless ☆ Student Information >

Ward, Neely  Student #: 1234 | Grade: 4 DOB: 01/06/2015

 Medical  School Pickup

 New  Save  Delete  Print Summary Report

Homeless Editor







Start Date	End Date	Primary Night Time Residence	Unaccompanied Youth	Served with McKinney-Vento	Created By
------------	----------	------------------------------	---------------------	----------------------------	------------

Homeless Detail


*Start Date	End Date
<input type="text"/>	<input type="text"/>
*Primary Night Time Residence	*Unaccompanied Youth
N: Not Applicable**	
*Served with McKinney-Vento	*Services provided by other LEA funds
N: No	
Comments	
<input type="text"/>	


Adding Identification of an Enrolled Student (Continued)



Homeless Detail





*Start Date 09/04/2024 	End Date <input type="text"/> 
*Primary Night Time Residence D: Doubled-Up 	*Unaccompanied Youth Yes: Yes 
*Served with McKinney-Vento Y: Yes 	*Services provided by other LEA funds Y: Yes 
Comments <input type="text"/>	

Adding Identification of an Enrolled Student (Continued)

 **Homeless** ☆

Ward, Neely  **Student #:** 1234 **Grade:** 4 **DOB:** 01/06/2015


 Medical  School Pickup


 New  Save  Delete  Print Summary Report


Homeless Editor


Start Date	End Date	Primary Night Time Residence	Unaccompanied Youth	Served with McKinney-Vento	Created By
------------	----------	------------------------------	---------------------	----------------------------	------------


Homeless Detail


***Start Date**
09/04/2024 

End Date
 

***Primary Night Time Residence**
D: Doubled-Up 


***Unaccompanied Youth**
Yes: Yes 


***Served with McKinney-Vento**
Y: Yes 



***Services provided by other LEA funds**
Y: Yes 



Comments

Adding Identification of an Enrolled Student (Continued)

 **Homeless** ☆ Student Information

Ward, Neely  **Student #:** 1234 **Grade: 4** **DOB** 01/06/2015

 Medical  School Pickup

 New  Print Summary Report

Homeless Editor					
Start Date	End Date	Primary Night Time Residence	Unaccompanied Youth	Served with McKinney-Vent.	Created By
09/04/2024		Doubled-Up	Yes	Yes	Bladen County Schools, 11/05/2024

Adding Identification of an Enrolled Student (Continued)

Homeless ☆

Ward, Neely

[Student Info](#)

Student #: 1234 Grade: 4 DOB: 01/06/2015

Medical
School Pickup



New
Print Summary Report

Homeless Editor					
Start Date	End Date	Primary Night Time Residence	Unaccompanied Youth	Served with McKinney-Vento	Created By
09/04/2024		Doubled-Up	Yes	Yes	Bladen County Schools, 11/05/2024

<p style="text-align: center;">24-25</p> <p style="text-align: center;">Bladen Lakes Primary</p> <p style="font-size: small;">9554 Johnsons town Road, Elizabethtown NC 28337-9651</p> <p style="font-size: x-small;">Generated on 11/05/2024 10:43:05 AM Page 1 of 1</p>	<p style="text-align: center;">Ward, Neely - Homeless Summary</p> <p style="font-size: small;">Grade: 4 Birthdate: 01/06/2015 State ID: 1234</p>
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<p>Start Date: 09/04/2024</p> <p>Primary Night Time Residence: Doubled-Up</p> <p>Unaccompanied Youth: Yes</p> <p>Comments:</p>	<p>End Date:</p> <p>Served with McKinney-Vento: Yes</p>	<p>Created By: Bladen County Schools, 11/05/2024</p> <p>Services provided other LEA funds: Yes</p>
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District Level Review

24-25  

Context

Year
24-25

School
All Schools

Save **Cancel**

Health Office >
Insights >
Migrant >
My Account >
Reporting >
Scheduling & Courses >
School & District Settings >
School Store >
System Settings >
User Management >

Reporting

Ad Hoc Reporting		Civil Rights Data Collection (CRDC)	Data Certification	Data Validation
Batch Queue	Letter Builder	CRDC Setup	Certification Category	Stored Procedure Setup
Daily Attendance Report	Letter Designer	CRDC Generate Survey Results	Event Certification	Validation Rules
Data Export	Percent in Attendance Heatmap Report	CRDC Maintain Survey Results	Type Membership Setup	Validation Groups
Data Viewer	Pivot Designer	CRDC Submission Flat File		Data Validation Report
Filter Designer	Student Demographic Report			
Grade Analysis Report				

NC State Reporting

- NC CTE Extract
- NC Graduation Data Verification
- NC PMR Extract

District Level Report

Data Validation Report ☆ Reporting > Data Validation > Data Validation Report

Data Validation Group Description
Homeless Data

Report Data Source
 Local Dataset
 State Dataset

Output Options —

Report Processing **Format Type**
 Generate Now HTML
 Submit to Batch Queue CSV

Batch Queue List —

Start Date **End Date**
MM/DD/YYYY

Report Title	Queued Time ↓	Status
No records available.		

0 - 0 of 0 items

District Level Report

Homeless Unduplicated Count																
Unduplicated Scope	PSU Code	School Code	PSU/School Name	Homeless Count												
PSU	90		Bladen County Schools	3												
School	90	90317	Bladenboro Primary	1												
School	90	90318	Bladen Lakes Primary	1												
School	90	90376	Bladen Early College	1												
Homeless Validation Count																
Count Scope	PSU Code	School Code	PSU/School Name	# Primary	# Served with MV Fund											
PSU	90		Bladen County Schools	0	3											
School	90	90317	Bladenboro Primary	0	1											
School	90	90318	Bladen Lakes Primary	0	1											
School	90	90376	Bladen Early College	0	1											
Homeless Students																
PSU Code	School Code	School Name	Student Number	First Name	Middle Name	Last Name	Grade Level	DOB	Unaccompanied	Retained P	Nighttime	McKinney-	Other Func	Start Date	End Date	
90	90317	Bladenboro Primary					4		Yes	D	Y	Y		10/21/2024		
90	90318	Bladen Lakes Primary					4		Yes	D	Y	Y		9/4/2024		
90	90376	Bladen Early College					9		Yes	HM	Y	Y		10/7/2024		

Enrolling Preschool-Age and/or Out-of-School Siblings

Context

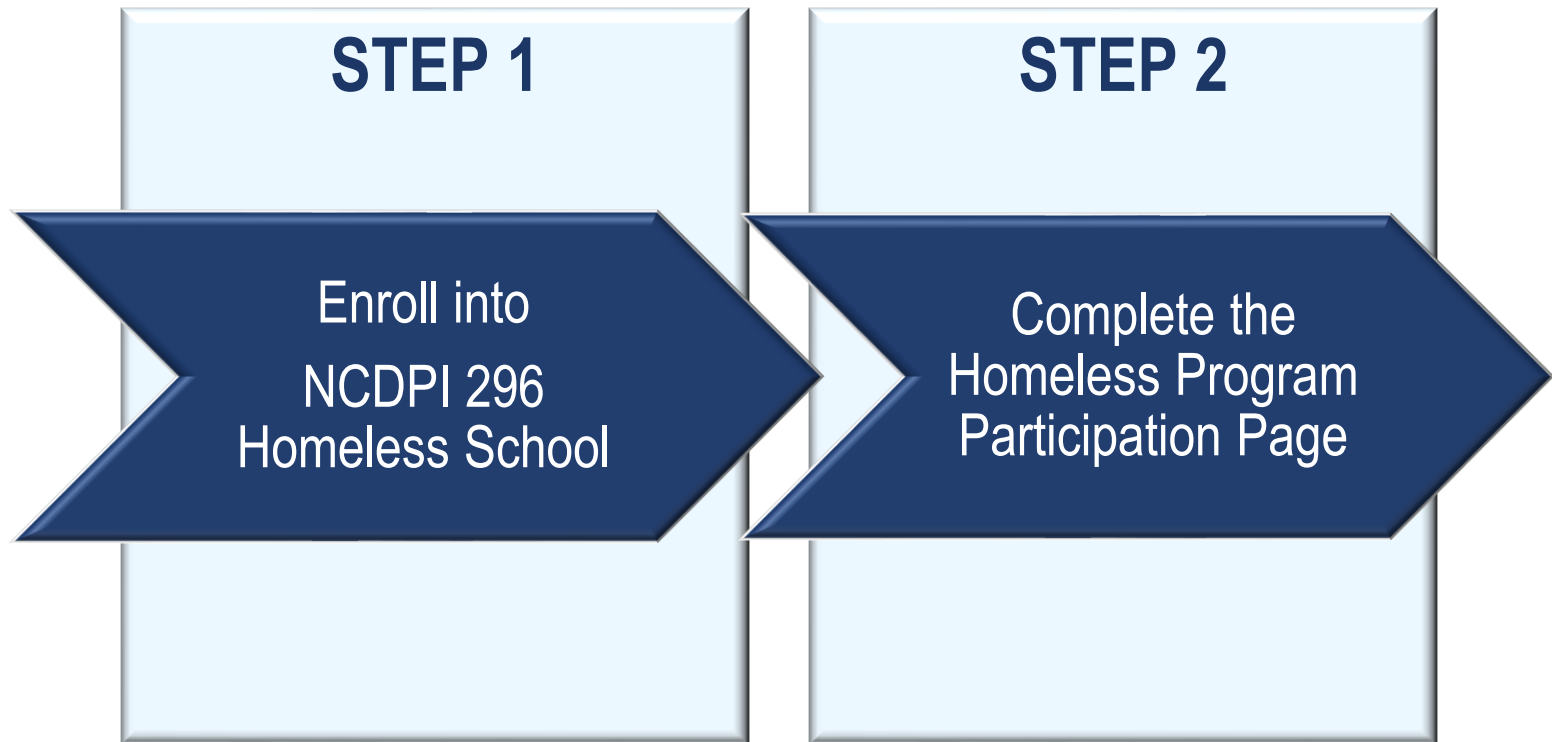
Year
24-25 ▼

School
NCDPI ▼

Calendar
24-25 Homeless ▼

Structure
Main ▼

Preschool and Out-of-School Enrollment: A 2-Step Process!



You will need to work with your Infinite Campus Coordinator for all new enrollments.

Reminders:

- Contact your Infinite Campus Coordinator for user rights and training necessary to fulfill your data entry tasks outside of homeless identification
- Home> Student Information> Program Participation>Homeless
 - End Date is Optional
 - Do not use N/A for nighttime residence
 - Served with McKinney-Vento
 - Only answer yes if McKinney-Vento Subgrant funds PRC026 were used to serve the student.
 - Comments is Optional and should not violate student's FERPA rights.
- If you are unsure, call your NCHPEP Program Administrator

Have you....

- ✓ Added all identifications for students who have been enrolled, or are currently enrolled in your LEA?
- ✓ Added any eligible preschool or out-of-school siblings by enrolling them into the NCDPI school (296) and entered information on their Homeless Program Participation page?
- ✓ Confirmed that NO students show as having NA for a nighttime residence.
- ✓ Confirmed that Yes is marked only for students served with the McKinney-Vento subgrant funds, PRC026.
- ✓ Cross checked your personal spreadsheet to ensure that identified students have been entered into Infinite Campus.



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