

North Carolina Homeless Education Program

Annual Data Collection Checklist Calendar

August	September	October
☐ Review data from the prior school year and begin assessing unhoused students. ☐ Review the current homeless program needs assessment. ☐ Make appropriate LEA staff aware of federal data requirements for data collection. ☐ Ensure that user rights for the homeless program in Infinite Campus are set up for the current academic year for data entry. ☐ 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. ☐ 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). ☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Review the NCHEP Data Collection web page for resources available on data collection. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ Communicate with the district's Infinite Campus Coordinator on upcoming tasks and deadlines for data collection. ☐ 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. ☐ Ensure the LEA's homeless data count is added to the district's webpage for homeless services no later than September 30th annually. ☐ Attend Data Collection Training Resources: North Carolina Homeless Education Program Data Website National Center for Homeless Data Website SchoolHouse Connection Data Profile 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ Notify your Program Administrator 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 the homeless liaison. ☐ 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. ☐ 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. REQUIRED ☐ 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. 

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November	December	January
☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Complete Mid-Year Data Collection Survey, January 15 – 31. REQUIRED 
February	March	April
☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Review feedback on the Mid-Year Data Collection Survey provided by your program administrator to ensure areas of need are addressed. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Begin cross-checks with your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Continue cross-checking your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission. ☐ Attend End-of-Year Data Submission Training 

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May	June	July
☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Cross-check your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission. ☐ Complete your EOY Data Submission after the last day of school. REQUIRED ☐ Retain a copy of the final data submission report for your records. SPECIAL NOTE: Submissions must be made by all LEAs, whether • There is a student count to submit, or • If there are “0” students to report. 	☐ Enter identifications into the LEA tracking/identification tool and the Infinite Campus homeless program. ☐ 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. ☐ Cross-check your LEA tracking/identification tool and data entered in Infinite Campus to ensure an accurate end-of-year submission. ☐ Complete your EOY Data Submission after the last day of school. REQUIRED ☐ Retain a copy of the final data submission report for your records. ☐ 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. ☐ No exceptions to deadlines and no further access to modify entries once submission is made. ☐ Include appropriate data in the End-of-Year Report to the State Director and/or appropriate school officials. ☐ Speak with appropriate school staff regarding PSU website data posting due on September 15th. 	☐ Review documentation on hand for any potential monitoring visit that may be scheduled in the coming year. ☐ Update the homeless program needs assessment to reflect the new data that was collected. Resources: North Carolina Homeless Education Program Data Website Nation Center for Homeless Data Website SchoolHouse Connection Data Profile 

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