

North Carolina Homeless Education Program

Infinite Campus Homeless Data Collection Training



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 15th

- ✓ Once data are submitted and approved, your LEA should not go back into the program to delete, edit, or add student information.
- ✓ In the event of identification(s) after early submission, notify NCHEP so that your LEA can gain permission to resubmit your data.

Infinite Campus Homeless Data Entry Guide



Homeless (North Carolina)

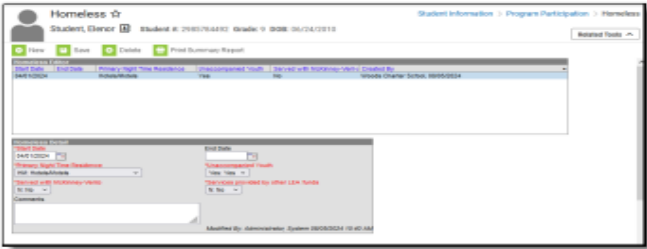
Last Modified on 1/24/2024 9:23 am CDT

[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.



Student Homeless Record

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.

Copyright © 2010-2024 Infinite Campus. All rights reserved.
Page 1

Search

Homeless (North Carolina)

Sample LEA Tracking Tool

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
	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	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	
38																	
39																	

Infinite Campus Access/ Technical Assistance



**Contact your Student Information
System 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 experiencing homelessness should 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.

Note: This includes students who may withdraw before the end of the 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

26-27

Context

Year

26-27

District

Alamance-Burlington Schools (010)

School

Alexander Wilson Elementary

Calendar

26-27 Alexander Wilson Elem

Structure

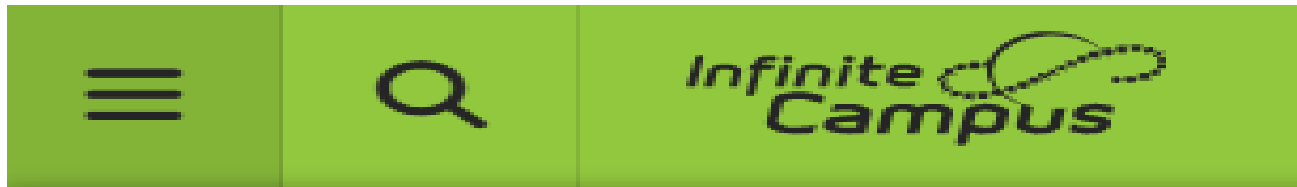
Main

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

Show More

Adding Identification of an Enrolled Student (Continued)

Student Information

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)

**Homeless** ☆

[Student Information](#) > [Program Participation](#) > [Homeless](#)

 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
------------	----------	------------------------------	---------------------	----------------------------	------------

Related Tools ▾

[COE](#)

[Early Learning](#)

[FERPA](#)

[Foster Care](#)

[Gifted](#)

Homeless

[Migrant](#)

[Program Services](#)

[Section 504](#)

[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

***Primary Night Time Residence**
N: Not Applicable**

***Unaccompanied Youth**

***Served with McKinney-Vento**
N: No

***Services provided by other LEA funds**

Comments

Adding Identification of an Enrolled Student (Continued)

Homeless Detail

*Start Date 08/25/2026 	End Date 
*Primary Night Time Residence D: Doubled-Up 	*Unaccompanied Youth No: No 
*Served with McKinney-Vento Funds Y: Yes 	*Services provided by other LEA funds Y: Yes 
Comments 	

Adding Identification of an Enrolled Student (Continued)

 New

 Save

 Delete

 Print Summary Report

Homeless Editor

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

Homeless Detail

*Start Date

08/25/2026 

*Primary Night Time Residence

D: Doubled-Up 

*Served with McKinney-Vento Funds

Y: Yes 

Comments



End Date



*Unaccompanied Youth

No: No 

*Services provided by other LEA funds

Y: Yes 

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-Vento	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 #: 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

24-25
Bladen Lakes Primary
 9554 Johnstontown Road, Elizabethtown NC 28337-9651
 Generated on 11/05/2024 10:43:05 AM Page 1 of 1

Ward, Neely - Homeless Summary
 Grade: 4 Birthdate: 01/06/2015 State ID: 1234

Start Date: 09/04/2024
Primary Night Time Residence: Doubled-Up
Unaccompanied Youth: Yes
Comments:

End Date:
Served with McKinney-Vento: Yes

Created By: Bladen County Schools, 11/05/2024
Services provided other LEA funds: Yes

Review Your Data Entries

Insights >

Migrant >

My Account >

Reporting >

Scheduling & Courses >

School & District Settings >

School Store >

System Settings >

User Management >

Reporting

Ad Hoc Reporting

Batch Queue

Daily Attendance Report

Data Export

Data Viewer

Filter Designer

Grade Analysis Report

Letter Builder

Letter Designer

Percent in Attendance Heatmap Report

Pivot Designer

Student Demographic Report

Civil Rights Data Collection (CRDC)

CRDC Setup

CRDC Generate Survey Results

CRDC Maintain Survey Results

CRDC Submission Flat File

Data Certification

Certification Category

Event Certification

Type Membership Setup

Data Validation

Stored Procedure Setup

Validation Rules

Validation Groups

Data Validation Report

Review Your Data Entries (Continued)

Data Validation Report ☆

Reporting > Data Validation > Data Validation Report

Instructions

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DIS.

Report Options

Data Validation Group *

Report Data Source

☒ Local Dataset

☐ State Dataset

Output Options

Report Processing

☒ Generate Now

☐ Submit to Batch Queue

Format Type

☒ HTML

☐ CSV

Batch Queue List

Start Date

End Date

Generate

Reset

Review Your Data Entries (Continued)

Data Validation Report ☆

Reporting > Data Validation > Data Validation Report

Data Validation Group *

(NC) Homeless Data R... ▼

Data Validation Group Description
(NC) Homeless Data Report

Output Options

Report Processing:
☒ Generate Now
☐ Submit to Batch Queue

Format Type:
☒ HTML
☐ CSV
☐ Excel

Batch Queue List

Start Date: MM/DD/YYYY  End Date: MM/DD/YYYY 

Generate

Reset

Review Your Data Entries (Continued)

Homeless Unduplicated Count															
Unduplicated Scope	PSU Code	School Code	PSU/School Name	Homeless Count											
School	90	90318	Bladen Lakes Primary	1											
Homeless Validation Count															
Count Scope	PSU Code	School Code	PSU/School Name	# Primary Nighttt # Served with MV Fund											
School	90	90318	Bladen Lakes Primary	01											
Homeless Students															
PSU Code	School Code	School Name	Student Number	First Name	Middle Name	Last Name	Grade Lev	DOB	Unaccom	Retained	Nighttime	McKinney	Other Func	Start Date	End Date
90	90318	Bladen Lakes Primary	1234			Ward	4		Yes	D	Y	Y		9/4/2024	

District Level Review

Context

Year

26-27

District

Wake County Schools (920)

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

Batch Queue	Letter Builder
Daily Attendance Report	Letter Designer
Data Export	Percent in Attendance Heatmap Report
Data Viewer	Pivot Designer
Filter Designer	Student Demographic Report
Grade Analysis Report	

NC State Reporting

- [NC CTE Extract](#)
- [NC Graduation Data Verification](#)
- [NC PMR Extract](#)

Civil Rights Data Collection (CRDC)

- [CRDC Setup](#)
- [CRDC Generate Survey Results](#)
- [CRDC Maintain Survey Results](#)
- [CRDC Submission Flat File](#)

Data Certification

- [Certification Category](#)
- [Event Certification](#)
- [Type Membership Setup](#)

Data Validation

- [Stored Procedure Setup](#)
- [Validation Rules](#)
- [Validation Groups](#)
- [Data Validation Report](#)

District Level Report

Data Validation Report ☆

[Reporting](#) > [Data Validation](#) > Data Validation Report

Data Validation Group *

(NC) Homeless Data R... ▼

Data Validation Group Description

(NC) Homeless Data Report

Output Options

Report Processing:

- ☒ Generate Now
☐ Submit to Batch Queue

Format Type:

- ☒ HTML
☐ CSV
☐ Excel

Batch Queue List

Start Date:

End Date:

MM/DD/YYYY



MM/DD/YYYY



Generate

Reset

District Level Report

(NC) Homeless Unduplicated Count [Back To Summary](#)

FY	Unduplicated Scope	PSU Code	School Code	PSU/School Name	Homeless Count
2027	PSU	030		Alleghany County Schools	2
2027	School	030	030304	Alleghany High	1
2027	School	030	030320	Sparta Elementary	1

(NC) Homeless Validation Count [Back To Summary](#)

FY	Count Scope	PSU Code	School Code	PSU/School Name	# Primary Nighttime Residency NA/N	# Not Enrolled in the PSU	# Served with MV Fund	Has MV Fund	Need Attestation
2027	PSU	030		Alleghany County Schools	0	0	0		Y
2027	School	030	030304	Alleghany High	0		0		
2027	School	030	030320	Sparta Elementary	0		0		

(NC) Homeless Students [Back To Summary](#)

FY	PSU Code	School Code	School Name	Student Number	First Name	Middle Name	Last Name	Grade Level	DOB	Unaccompanied Youth	Retained Previous Year	Nighttime Residency	McKinney-Vento	Other Fund	Start Date	End Date
2027	030	030304						09	2012-07-20	No		D	N	Y	2026-08-13	
2027	030	030320						04	2017-03-20	No		D	N	Y	2026-08-13	

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

Context

Year

26-27

District

Wake County Schools (920)

School

NCDPI

Calendar

26-27 OHP

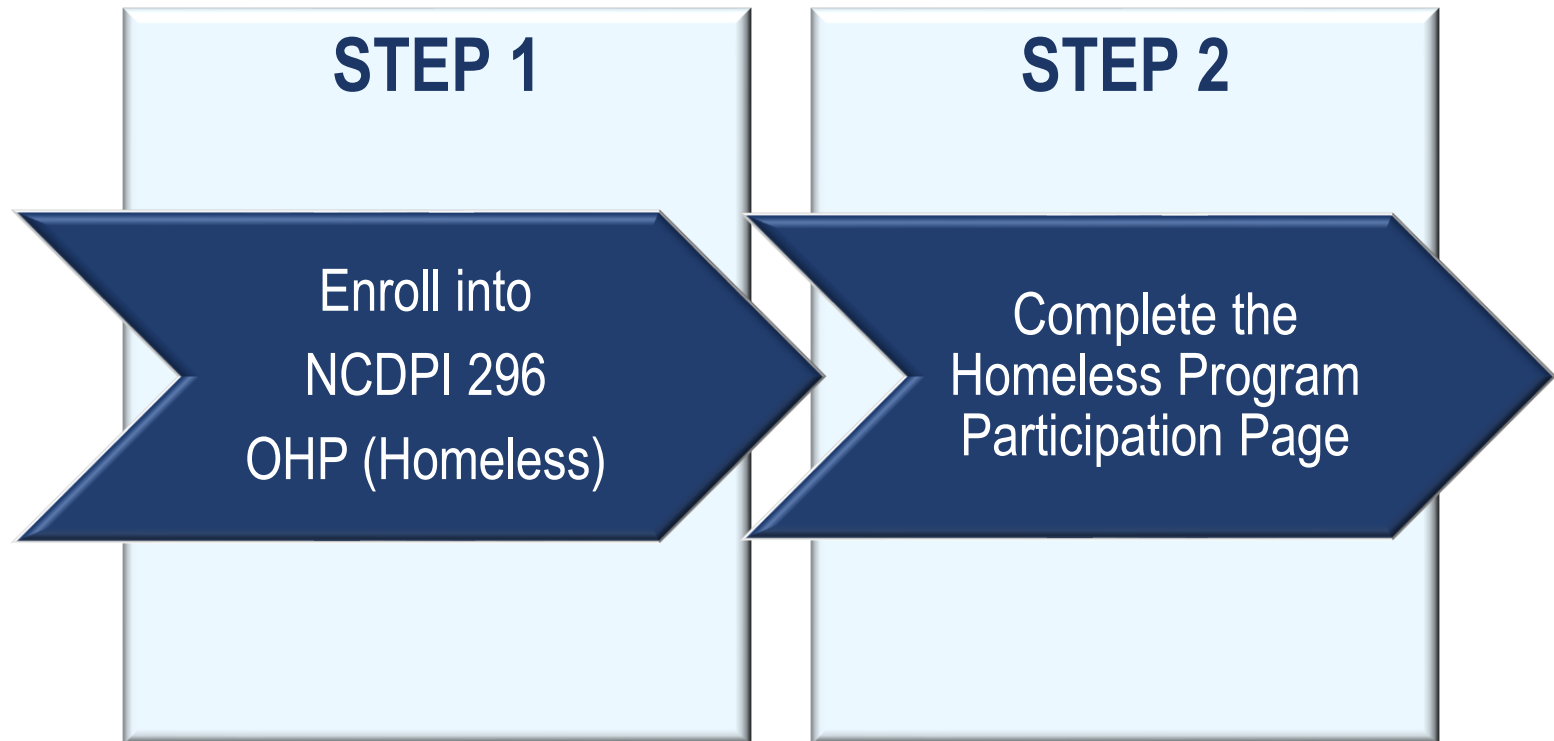
Structure

Main

Save

Cancel

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



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

Reminders:

- Contact your SIS Coordinator for user rights and training necessary to fulfill your data entry tasks outside of homeless identification
- Home> Student Information> Program Participation>Homeless
 - Start Date is Required and is the date of identification and not before the first day of school
 - End Date is Optional
 - Served with McKinney-Vento - Only answer yes if McKinney-Vento Subgrant funds PRC 0026 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, including students who may have withdrawn before the end of the academic year?
- ✓ Added any eligible preschool or out-of-school siblings by enrolling them into the NCDPI school (296) OHP school and entered information on their Homeless Program Participation page?
- ✓ Confirmed that Yes is marked only for students served with the McKinney-Vento subgrant funds, PRC 0026.
- ✓ Cross-checked your personal spreadsheet to ensure that all identified students have been entered into Infinite Campus.



NCHP Staff

Beth Branagan

EHCY Program Administrator

LEAS

(743) 241-0818

Beth.Branagan@dpi.nc.gov

Savannah Gay

EHCY Program Administrator

Charter Schools

(743) 241-0004

Savannah.Gay@dpi.nc.gov

Anelia “Neely” Ward

EHCY Program Administrator

336-260-0619

Anelia.Ward@dpi.nc.gov

Lisa Phillips

EHCY State Coordinator

336-543-4285

Lisa.Phillips@dpi.nc.gov