

North Carolina Homeless  
Education Program

# McKinney-Vento Homeless Education Data Collection User Guide for PowerSchool 2018 – 2019 SY

Version 4 – February 2019

**North Carolina Homeless Education Program (NCHEP)**

**Federal Program Monitoring and Support Services Division with NCDPI**

**The SERVE Center at UNCG**

[www.serve.org/hepnc](http://www.serve.org/hepnc) or <http://www.ncpublicschools.org/program-monitoring/homeless/>

## Introduction

This guide will provide each user with information on the input of homeless student data within PowerSchool. The guide will address:

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Student data will be entered individually into each appropriate school within the user’s LEA. PowerSchool provides no option for bulk uploads at this time. The ability to edit individual records as well as the ability to export data to an external spreadsheet for further discretionary program use is available within PowerSchool. The PowerSchool homeless module provides an option for viewing homeless student data at the district level, known as “LEA Office,” and also provides a summary view of all schools accessible at any time which allows the user to verify accurate counts in each school within the LEA.

Personally identifiable information (PII) has been masked in this document. No PII is to be included in emails or other communications submitted to the NCHEP office or when requesting technical assistance from the DPI Help Desk on PowerSchool issues encountered while entering your homeless data.

### Special Notes

- Contact your LEA PowerSchool Coordinator for user rights and access to the system.
- User rights will determine the access level within the homeless module of PowerSchool.
- The user will need to take the following actions once access to the homeless module is obtained.

- Please review the current training video on the NCHEP Data Collection Page, which is located at <https://hepnc.uncg.edu/data-collection/>.
- Review this user guide along with any other resources such as PowerPoint presentations associated with the current training video.
- Review the FAQ section on the NCHEP Data Collection Page.
- While no student data for the current academic year is preloaded into the system, the user can access prior year submission lists when the “School” designation is set to “LEA Office” and then chooses a specific prior school year in the upper right corner of the screen.
- Every student entered into homeless data collection must have a valid student number, including preschool and out-of-school students.
- Students may be reported in multiple LEAs, if applicable, for the time periods enrolled in those LEAs, but can only be reported once within the same LEA.
- Homeless students who are also identified as CECAS or Migrant students can also be captured within the homeless collection. Additional information will be shared later in the user guide.

## **FEDERAL DATA SUBMISSION REQUIREMENTS**

All LEAs and charter schools must submit homeless data through PowerSchool annually even if no students were identified in that LEA or charter school during that specific academic year.

***PLEASE NOTE: Current academic year runs from July 1 through June 30.***

## **McKinney-Vento Data Collection**

### **IT'S REQUIRED!**

U. S. Department of Education requirement  
for  
All LEAs, charter schools and lab schools – **once annually!**

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

### Who Must Be Reported

Any student who has been enrolled in your LEA/charter school at any point during the current academic year AND who was identified as McKinney-Vento eligible during the current academic year should be reported.

Inclusion in data collection is still needed even if the student found permanent housing, or if the student withdrew/graduated from the LEA prior to the end of the academic year. If the LEA identified the student, regardless of the amount of time the student was enrolled in the LEA, that student should be reported.

***Data collection should reflect all students identified for any length of time in your district; not just those who are still in a state of homelessness at the end of the academic year.***

Federal data regulations also now require that districts and charter schools report McKinney-Vento eligible siblings (preschool-aged and school-aged, but not enrolled in school) of the identified students captured in the current academic year's collection.

Please report:

- Any preschool-aged (0-4 years) sibling of an identified student, who is also living in the same or another qualifying McKinney-Vento situation.

***Example Situation:*** The LEA identified a 5th grade student as McKinney-Vento. The student has a 6-week old baby brother living in the same household/situation as the 5th grade student. The LEA will not only capture the 5th grade student in homeless data collection, but will also capture the 6-week old baby brother in data collection.

- Any school-aged (over 4 years and up to 21 years of age who is not graduated or currently enrolled in school), out-of-school sibling of an identified student, who is also living in the same or another qualifying McKinney-Vento situation.

***Example Situation:*** To continue the previous example, the same 5th grade student also has a 17-year-old sister living in the same situation, who is not graduated, nor enrolled in any school (public, private or homeschool). The LEA will also capture the 17-year-old sister in data collection.

These siblings (preschool-aged and school-aged, but out of school) will be enrolled into the "Homeless" school (School Code 297). Enrollment into the "Homeless" school will allow the user to complete a homeless page for that student. Further explanation on how to proceed with the enrollment into the "Homeless" school will be provided in a subsequent section of the user guide.

### How Often Submissions Are Made

Collection of McKinney-Vento data is due once each academic year, even if there are "0" students to report.

- Data collection pages open on varying dates each year. Please check the NCHEP Data Collection Page for the specific opening date each academic year.

- Data collection always closes on June 15<sup>th</sup> of each academic year. LEA submission should not be made prior to the close of the last school day within the current academic year, but no later than June 15<sup>th</sup>. If June 15<sup>th</sup> falls on a weekend, the submission should be made on the Friday before, by close of business.

***NOTE: If your LEA's last school day is scheduled after June 15<sup>th</sup>, please notify the NCHPEP Program Specialist serving your LEA so that your submission can be appropriately addressed.***

## **POWERSCHOOL ACCESS INFORMATION**

### **PowerSchool/Home Base Facts**

Here are a few facts about PowerSchool:

- PowerSchool is part of Home Base.
- PowerSchool/Home Base is an LEA-based system.
- Each LEA has an appointed PowerSchool Coordinator.
- NCHPEP does not maintain a list of PowerSchool Coordinators across the state. If you are unsure who your PowerSchool Coordinator is, please consult with your supervisor within your LEA.

### **User Access**

- Any district homeless liaison or appointed staff member who will be entering homeless data, will need to consult with the LEA's PowerSchool Coordinator to obtain user rights.
- Users will also need to consult with the LEA's PowerSchool Coordinator if assistance is needed related to the mechanics of using PowerSchool.

Below are a few tips regarding access to the homeless module within PowerSchool:

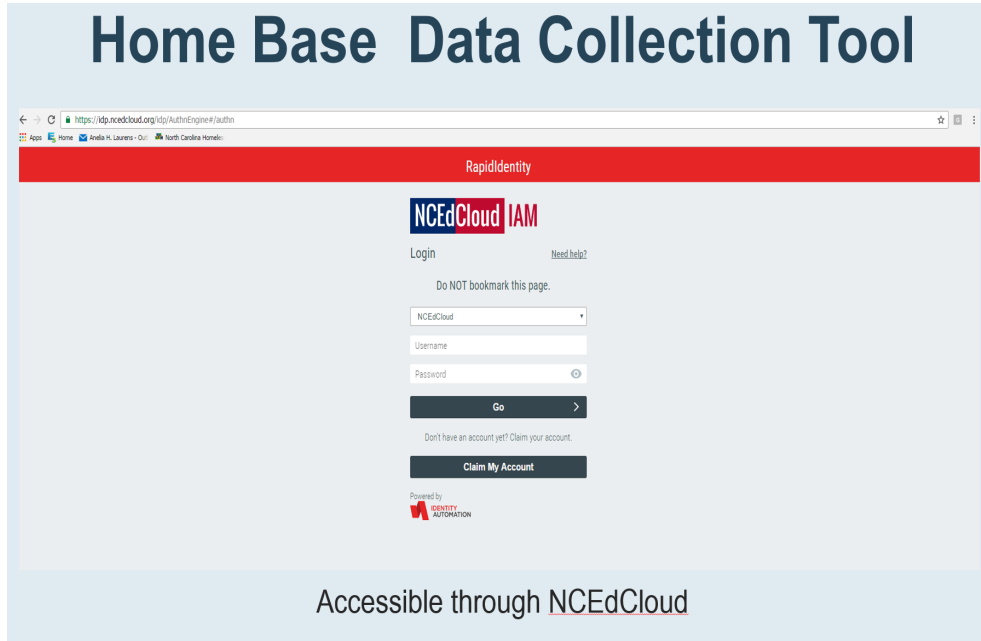
<b><i>Why don't I see "Homeless" page/option on the left side navigation pane?</i></b>	User has not been added to the group that has access to those pages.
<b><i>Why don't I see the "Edit" link?</i></b>	User was given "read-only" access instead of "view and modify" access.
<b><i>Why don't I see the "Save" button on the detail page?</i></b>	Security group's "access level" must be set up as "view and modify" for whatever "accessible student screens" are needed, instead of "view only." The group's "page level privilege" must be set up as "full" instead of "group default."
<b><i>Why don't I see the "Approve" button on the submission page?</i></b>	User access must be "view and modify."
<b><i>Why isn't the "Approve" button active?</i></b>	There may be unmodified records in the user's collection or data submissions are not yet allowed.

### **Logging Into the Homeless Module**

In order to enter homeless data users must:

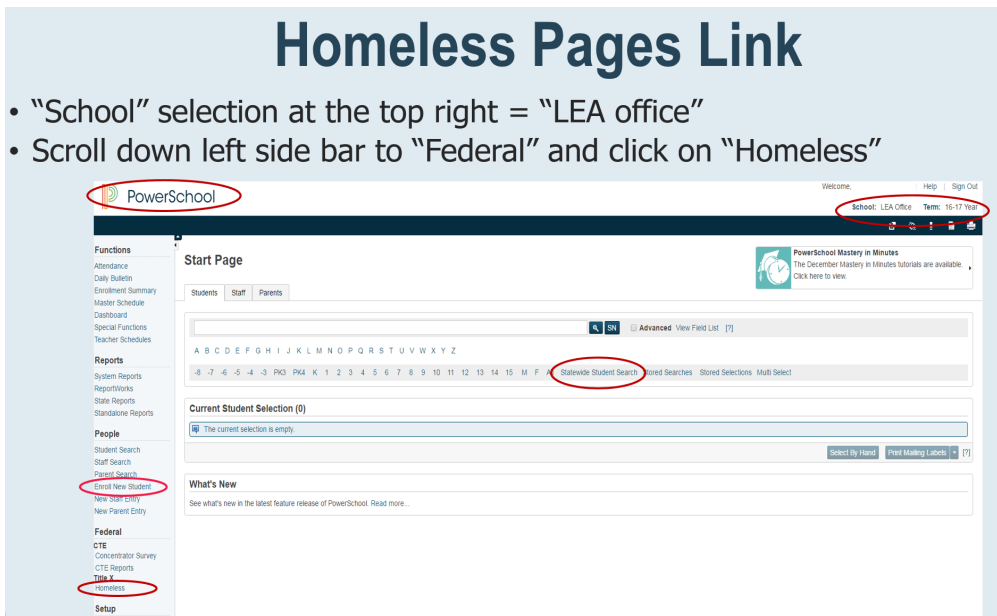
- Have valid user name and password for PowerSchool/Home Base
- Have full access granted to homeless module within Title X
  - Use typical protocol for logging in (i.e. consider NUM lock, CAPS lock, case sensitivity for password entry)

Once you have logged in to PowerSchool by entering your user name and password, click on the “Go” button.



Accessible through [NCEdCloud](#)

The screen shown below is the “Start Page.”



- “School” selection at the top right = “LEA office”
- Scroll down left side bar to “Federal” and click on “Homeless”

In the upper right corner of the screen will be “School” and “Term” (both appear in blue, which indicates they are active links which can be modified).

By clicking on “School,” the user will find all schools within the LEA listed, as well as the “Homeless” school and “LEA Office.” The following information is based on the school designation of “LEA Office.”

“Term” should reflect the current academic year at all times. Once LEAs begin scheduling classes for the upcoming academic year, this field may automatically change, so the user will need to monitor this field to ensure that it remains set to the current academic year. If the field changes to a time outside of the current academic year, current year data will not display.

**Navigation Tip:** *The PowerSchool logo in the upper left corner should be used when navigating between pages instead of using the back arrow of the browser.*

Below and to the right of the “Student Search” box is the “Statewide Student Search” link. In the left side navigation pane is the “Enroll New Student” link. These functions will be reviewed in a subsequent section of this guide.

To access the homeless pages in which data will be entered, scroll down the left-side bar to the “Federal” section and click on “Homeless.”

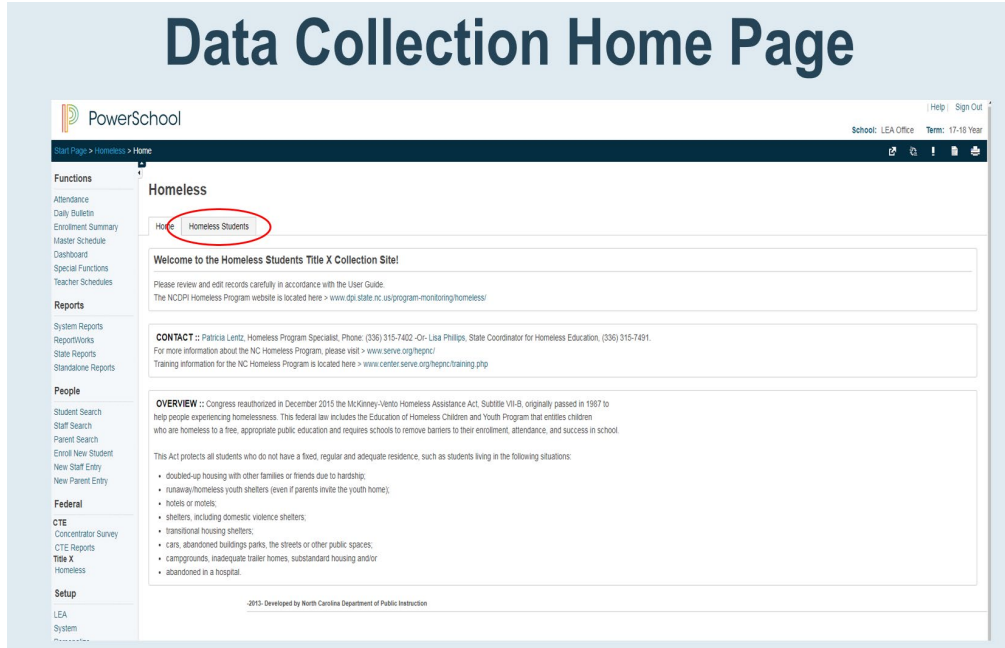
**Browser Tip:** *Not all browsers communicate well with PowerSchool, including Internet Explorer. We suggest that you consider using Google Chrome or Firefox.*

The informational “home” page within the Homeless section will appear; a sample of which follows.

There are two tabs in the top left: “Home” and “Homeless Students.”

- “Home” is an information page which includes an overview of the McKinney-Vento Homeless Assistance Act and the requirement for data collection. The page also provides current year contact information for technical assistance related to the homeless data collection process.
- “Homeless Students” is the page where the user can view student information once identified students have been entered into the system. All editing and new entries must be made with “School” set to the specific school for the student being entered.

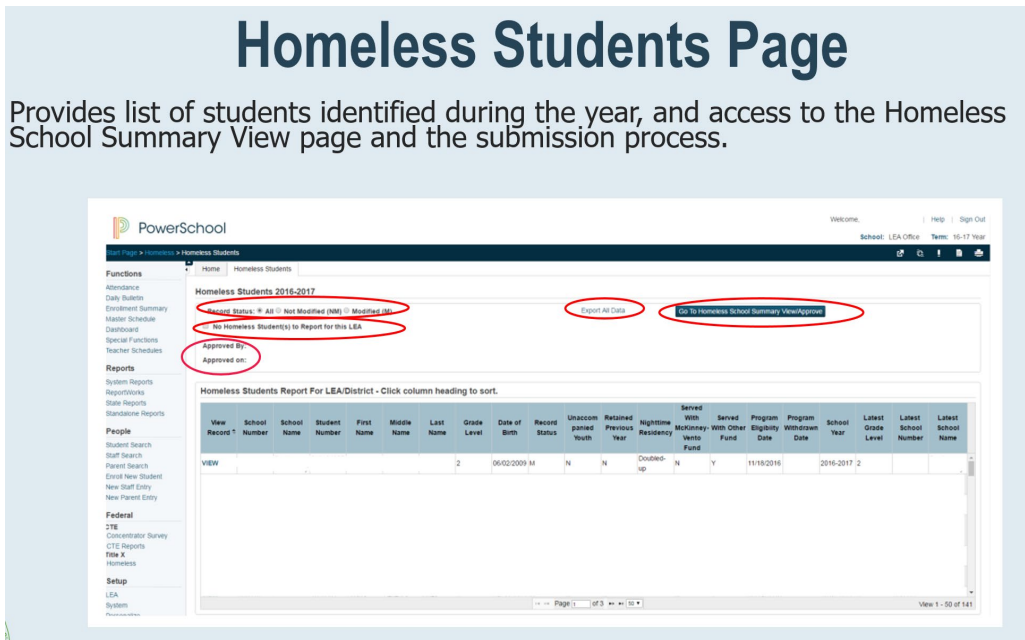
# Data Collection Home Page



After selecting the “Homeless Students” tab with the “School” designation of “LEA Office,” the user will be able to see a list of all students who have been entered into the system. Once students are entered into the module, they will appear in the lower portion of the screen.

# Homeless Students Page

Provides list of students identified during the year, and access to the Homeless School Summary View page and the submission process.



In the upper left of the screen are radio buttons regarding the “Record Status” of the records being viewed. There are three options listed: “All,” “Not Modified,” “Modified.”

The user is also able to view within the table whether the record is modified (M) or not modified (NM) by referring to the “Record Status” column. The “Record Status” column is located in the middle of the table.



There is a radio button labeled “No Homeless Students to Report for this LEA.” This is the button which would be used at the time of end-of-year submission to indicate that the LEA has “0” identifications to report.

Acknowledgement of a successful data submission will be indicated on the next two lines labeled, “Approved by” and “Approved on.” Successful submission acknowledgement will also appear on the “Homeless School Summary View” page, which will be shown in a subsequent section of the guide.

The “Export All Data” function is also located in this section just to the left of the “Homeless School Summary View/Approve” button.

- Data will be downloaded into a file named “ExportHomeless.csv.” Keep in mind that all data will be downloaded; the “Record Status” filter will not affect the results of the export.

To the right of “Export All Data,” is the “Go to Homeless School Summary View/Approve” button, which has two functions:

- Accessing the “Homeless School Summary” page allows the user to view the number of students who have been entered into specific schools within the LEA. Using this view can be a valuable tool when cross referencing other lists to ensure that all students are entered into the collection.
- When it is time to submit data at the end of the year, this same school summary page will be used to make the official submission to DPI. The user will scroll to the bottom of the page and click on the “Approve” button to make the submission.

Viewing the “Homeless School Summary” page frequently during the academic year will allow the user to ensure that the data entered into the system has been recognized and saved. Periodic monitoring of this Homeless School Summary page is vital to ensuring there are no underlying, hidden issues in the collection.

There are three columns on the right side of the “Homeless Students” screen which will enable users to not only view the current school for any student entered into the collection, but will also allow them to work with their homeless data from the prior academic year after end-of-year processing occurs when data is exported. Those columns are titled, “Latest Grade Level,” “Latest School Number,” and “Latest School Name.”

## **ENTRY OF STUDENT DATA**

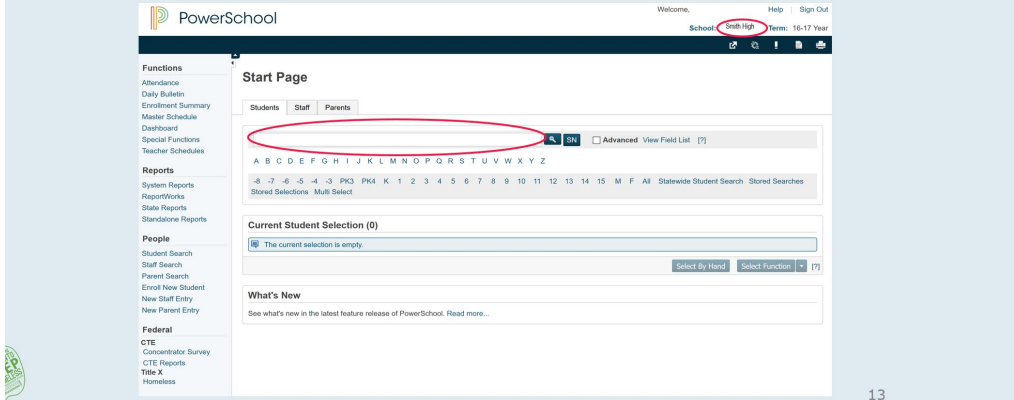
### **Adding Student Already Enrolled**

To add a newly identified student who is already enrolled in the LEA, ensure that the correct school name is displayed next to “School.”

The user will search from the “Start Page” for the student to add by typing the student’s last name into the search window and clicking the “magnifying glass” button. The search will return a list of students whose last names match the one entered. Click on the specific student name needed. Once that student’s record opens, scroll down the left side bar and click on “Homeless” to access their homeless page.

## Adding New Identification of Already Enrolled Student

- “School” = specific school you’re working with
- Enter last name of student you are seeking into the search field
- Choose student from results list that appears



In the following screen, the items circled in red in the top portion of the screen are prepopulated by PowerSchool and cannot be modified within this screen.

## Adding Student Already Enrolled

- Enter McKinney-Vento information
- Once you have completed entering the necessary information, click the “Save” button.

The homeless data points begin immediately below the “LEA Enrolled Date and LEA Withdrawn Date” lines. The following chart contains those data points with additional information to further explain each item.

Data Collection Point	What does this mean?	Action to Take
Unaccompanied Youth	<i>“Is this student an unaccompanied homeless youth?”</i>	Click “yes” or “no”

<p><b>Retained Previous Year</b></p>	<p><i>“Was this student retained in the prior academic school year?”</i></p>	<p>Click “yes” or “no”</p>
<p><b>Program Eligibility Date</b></p>	<p><i>What date (during the current academic school year) did you identify this student as McKinney-Vento eligible?</i></p>	<p>Either key in the date of identification or use the calendar to choose the date of identification. <b>PLEASE NOTE:</b> A program eligibility date cannot be prior to the first day of the LEA’s official academic year.</p>
<p><b>Program Withdrawn Date</b></p>	<p><i>There are only 2 instances where a program withdrawal date is needed:</i></p> <ul style="list-style-type: none"> <li>• <i>If the student withdraws from your LEA prior to the end of the academic school year (which includes early graduates)</i></li> <li>• <i>If the student obtains permanent housing prior to the end of the current academic year</i></li> </ul>	<p>Either key in the withdrawal date or use the calendar to choose the date of withdrawal.</p>
<p><b>Student Nighttime Residency</b></p>	<p><i>What is the type of nighttime residency “at the time of identification?”</i></p>	<p>Choose from the dropdown options the appropriate category for the student’s nighttime residency at the time of identification. <b>TIP:</b> Cases of “substandard housing” are included in the “unsheltered” category. <b>PLEASE NOTE:</b> You do not update this field if residency type changes during the course of the academic year. Collection is only capturing the residency type “at the time of identification.”</p>
<p><b>Services provided with McKinney-Vento funds</b></p>	<p><i>Were any services provided to this student which were paid for with McKinney-Vento subgrant funds?</i> <b>TIP:</b> <i>If your district is not a current subgrant recipient, this line will not appear on</i></p>	<p>Click “yes” or “no”</p>

	<i>any of the student homeless pages.</i>	
<b>Services provided by other LEA funds</b>	<p><i>Were any services provided to this student which were paid for with any type of LEA funds?</i></p> <p><b>TIP:</b> <i>All districts, including subgrant recipients will have this line item on each student’s homeless page.</i></p>	Click “yes” or “no”

When all line items are completed, scroll to the bottom of the page and click on the “Save” button in the lower right corner to save the record.

**PLEASE NOTE:** The user will only be saving the individual record at this point. Repeat this process until all the students within that particular school have been entered. Remember to change the “School” designation once all students within a specific school have been entered. The new “School” designation must be made before entering students into a different school.

**Editing a Student Already Entered Into Collection**

A student’s record, once created, may need to be edited/modified one or more times prior to the final June submission to DPI. Below are circumstances in which a user might need to edit/modify a student record.

- If an incorrect program eligibility date was originally entered, the user will need to edit/modify the student’s record to reflect the correct eligibility date.
- If a student withdraws/is an early graduate or finds permanent housing, the user will need to edit/modify the student’s record to include the appropriate program withdrawal date.

***SPECIAL NOTE:*** *Even though the student may have a program withdrawal date in their record, the student will continue to be provided McKinney-Vento services for the entire academic year; even in a new school district. The homeless liaison in each district will have additional details on continuation of services.*

- If a student is provided services from subgrant funds or LEA funds after the point of initial entry, the “no” will need to be changed to “yes” in one or both of the services line items.

There are two ways to access a student’s record in order to make edits or modifications:

- Using the appropriate school designation in the upper right corner of the screen, the user will locate the specific student from the list of entered students shown on the school page. The user will click on the “edit” button (shown on the left side of the page) and the student’s record will open. Modify the appropriate portion(s) of the record and click “Save.”

Homeless Students

School: CM Middle Term: 16-17 Yr:

Homeless Students 2016-2017

Record Status:  All  Not Modified (NM)  Modified (M)

No Homeless Student(s) to Report for this LEA

Approved By:  
Approved on:

Homeless Students Report For Schools

Edit Record	Delete Record	School Number	School Name	Student Number	First Name	Middle Name	Last Name	Grade Level	Date of Birth	Record Status	Unaccompanied Youth	Retained Previous Year	Nighttime Residency	Served With McKinney-Vento Fund	Served With Other Fund	Program Eligibility Date	Program Withdrawn Date	School Year	Latest Grade Level	Latest School Number	Latest School Name
<a href="#">EDIT</a>	<a href="#">DELETE</a>	801231	CM Middle	888446600	Miriam	Gayle	Green	6	07/12/2005	M	N	N	Doubled-up	N	Y	11/28/2016		2016-2017	6	801231	CM Middle
<a href="#">EDIT</a>	<a href="#">DELETE</a>	801231	CM Middle	888339965	Robert	John	Frost	7	06/10/2003	M	N	N	Doubled-up	N	Y	10/25/2016		2016-2017	7	801231	CM Middle

- Using the PowerSchool “Start” page, search for the student. Once the results are displayed, click on the specific student name needed. The student’s record will open in default view. Scroll down the left side navigation pane and click on “Homeless.” The student’s homeless record will open and the user can make appropriate modifications to the record; click “Save” to save the changes made.

Homeless Student Detail Information

Age: 8 years 7 months  
DOB: 06/03/2008  
School: 800362 - Kholwood Elementary  
Grade Level: 2  
LEA Enrolled Date: 08/29/2016  
LEA Withdrawn Date: 06/09/2017

Unaccompanied Homeless Youth:  Yes  No

Retained Previous Year:  Yes  No

Program Eligibility Date: 1/11/2017

Program Withdrawn Date: MM/DD/YYYY

Student Nighttime Residency: Unsheltered - Cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

Services provided with McKinney-Vento funds:  Yes  No

Services provided by other LEA funds:  Yes  No

Required Fields:  
• All fields are required except for “Program Withdrawn Date”.

Program Eligibility Date: The Date the student was enrolled in the Homeless program at the LEA.  
• It must be during the current or previous school years.  
• Must be greater than or equal to the student's third birthday.  
• Must be before LEA Withdrawn and Program Withdrawn Dates, if entered.

Program Withdrawn Date: The Date the student was withdrawn from the Homeless program at the LEA.  
• It must be within the current school year.  
• Must be between LEA Enrolled Date and LEA Withdrawn Date, if entered (optional field).  
• Must be greater than or equal to Program Eligibility Date.

LEA Withdrawn Date definition:  
• The LEA Withdrawn Date shown above, is either the actual Student Withdrawn Date or the last day of school in the district within current school year, whichever date is earlier.

[Save](#)

### Deleting A Student Already Entered Into Collection

There may be instances where a student’s homeless record needs to be deleted.

- An incorrect student name was selected and homeless information was entered into the wrong record.
- An identified student is later found to have been identified in error or the identification is rescinded.

The user should select the specific school in which the student is listed in order to delete the student’s record.

**PLEASE NOTE:** There is no functionality within PowerSchool which allows for multiple records to be deleted simultaneously.

- Using the appropriate “School” view, the entire listing of all students currently identified in that school will appear on the screen. On the far-left side of the screen will be two options shown in blue: “Edit” and “Delete.” The user will click on the “Delete” button. The user will be asked to confirm the delete request; once the confirmation is entered, the homeless record will be deleted.

**REMINDER:** This action does not affect any other aspect of the student’s enrollment in PowerSchool; only the homeless record is affected.

Homeless Students Report For Schools

Edit Record	Delete Record	School Number	School Name	Student Number	First Name	Middle Name	Last Name	Grade Level	Date of Birth	Record Status	Unaccompanied Youth	Retained Previous Year	Nighttime Residency	Served With McKinney-Vento Fund	Served With Other Fund	Program Eligibility Date	Program Withdrawn Date	School Year	Latest Grade Level	Latest School Number	Latest School Name
<a href="#">EDIT</a>	<a href="#">DELETE</a>	801231	CM Middle	888446600	Miriam	Gayle	Green	6	07/12/2005	M	N	N	Doubled-up	N	Y	11/28/2016		2016-2017	6	801231	CM Middle
<a href="#">EDIT</a>	<a href="#">DELETE</a>	801231	CM Middle	888339965	Robert	John	Frost	7	06/10/2003	M	N	N	Doubled-up	N	Y	10/25/2016		2016-2017	7	801231	CM Middle

- When working within the specific school in which the student is listed, the user will open the student’s record and make adjustments as needed. Once completed, save the record.

**Enrolling Preschool-Age And/Or Out-Of-School Students**

Not only do LEAs need to report data on students enrolled in their LEA, but it is also required that data be collected on preschool and out-of-school siblings (living in a qualifying McKinney situation).

The US Dept. of Education has requested this information to enable them to notify Congress of needs in communities across the country, which may ultimately result in budget adjustments and increased funding to schools, as well as affect policy changes. Information submitted to the US Dept. of Education is completely de-identified. Individual names will not be provided, only total counts will be shared.

It is important that the homeless liaison have communication with the families being identified to determine if there are children who fall into one of these categories. One suggestion on how to capture that information would be to include a question or two about siblings on the residency questionnaire that the LEA may be using.

**Preschool:** Any student birth to 4 years old

**Out-of-School:** Any student not graduated or currently enrolled in school (Up to age 21)

The U. S. Department of Education definition states, “Out-of-school means youth through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a GED outside of a K through 12 institution, and youth who are “here-to-work” only. It does not include preschoolers.”

While most LEAs will need to report data for preschool-aged siblings or out-of-school siblings, there may be a few who won’t have these identifications. For the LEAs who do have these siblings to report, please note the following information.

For those LEAs which will need to collect data on preschool-aged and out-of-school students, please consult with your PowerSchool Coordinator or other designated PowerSchool staff member on the process of searching for and enrolling new students into the “Homeless” school.

Ensure that your LEA has set up the “Homeless” school prior to attempting to enroll students. Work with your PowerSchool Coordinator to ensure that the “Homeless” School is set up and ready to receive enrollments.

***PLEASE NOTE: Do not create a new student number unless you, or your PowerSchool staff have completed a full search and ensured that no student number currently exists for that particular student. Duplicate records can have serious consequences during a child’s education with test score mismatches, etc.***

Below are a few general search tips:

- If the child being processed is currently enrolled in the user’s LEA, search for the child at the school where enrolled. Go to the “Start Page” and enter the student’s last name into the search box. Once the correct student’s name is obtained, click on that name and access the homeless page.
- If the child is enrolled in another LEA, search for the child through the “Statewide Search.” That search button is on the “Start Page” beneath and to the right of the search box. If a matching record is found, the user would select that particular record and complete the process of transferring the record back into the user’s LEA.
- If the child being searched for is withdrawn, but still has an existing record in the system, the student can be located through the “Statewide Search.” The record is then transferred back into the user’s LEA for McKinney-Vento data collection purposes only.
- If the child being searched for does not have a record at all in the system through the statewide search, the user would need to proceed with enrolling that student into the “Homeless” school in order to capture any homeless data for the student. In this case, the system will generate a new student identification number for this record.

Additional information on the admit/withdraw process is available on the following web page:

[http://www.nc-sis.org/admit\\_withdraw.html](http://www.nc-sis.org/admit_withdraw.html).

Seek the guidance of your PowerSchool Coordinator if the need to search for and enroll students for LEA data collection purposes arises. Obtaining training on the enrollment process from your local LEA PowerSchool staff will ensure consistency and avoid duplication of student records.

Below is a view of the “Statewide Search” screen.

## Searching for a Preschool or Out-of-School Student

- Search system to see if student is already listed (If student is found in system, access the file through the Homeless pages and make edits.).

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The following is a list of data elements to have on hand prior to initiating the enrollment process into the Homeless School. Further explanation of these items will follow in this section of the guide.

- ✓ Student’s First and Last Name
- ✓ Student’s Date of Birth
- ✓ Student’s Gender
- ✓ Student’s Primary Race Code
- ✓ Student’s Grade Level
- ✓ Student’s Entry Code
- ✓ Admission Status

Additionally, the user will need to provide the following information for each enrollment processed:

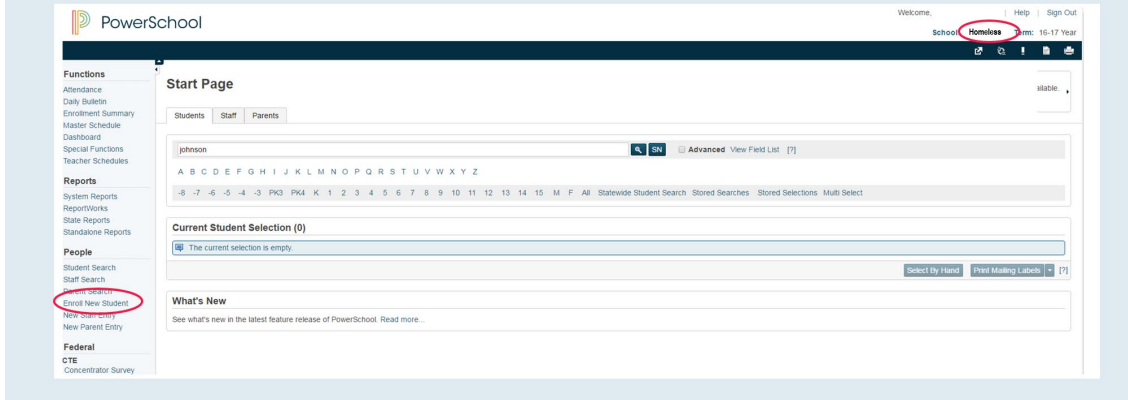
- ✓ “Full Time Equivalency” = “Enrollment”
- ✓ “LEA of Residence” = LEA processing the enrollment
- ✓ “Fee Exemption Status” = “Student Not Exempted”
- ✓ “School” = “Homeless”

To begin the enrollment process for a new student, begin on the “Start Page;” click “Enroll New Student,” which is located in the left side navigation pane. Be sure the school designation in the upper right corner is set to “Homeless.”



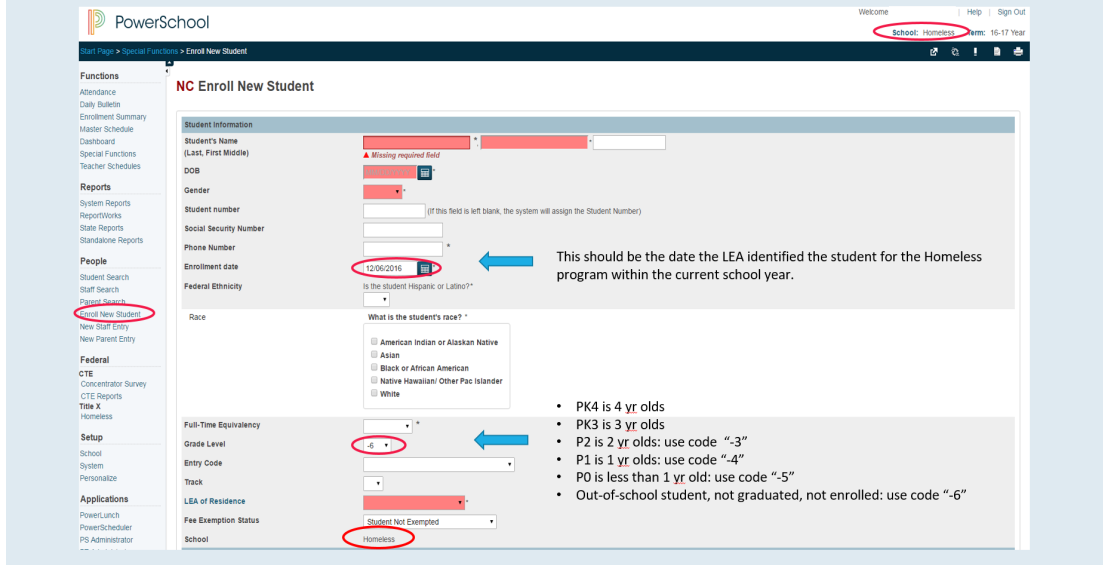
# Enrolling a Preschool or Out-of-School Student

- School = "Homeless"
- Select "Enroll New Student" from the Start Page



Below is a screen shot of the enrollment screen. Areas highlighted in color or having an asterisk are required fields.

# Enrolling Preschool or Out-of-School Student (cont.)



The following chart will provide further details on the required information needed for the enrollment. Some line items on the enrollment screen are not required for the enrollment process to be completed.

Line Item	Action Needed
<b>First and Last Name</b>	Enter the student’s first and last name being sure to use correct spelling to avoid possibility of a duplicate record
<b>Date of Birth</b>	Enter the student’s accurate date of birth to avoid possibility of creating a duplicate record
<b>Gender</b>	Enter the student’s gender
<b>Enrollment Date</b>	Enter the date the LEA identified the student in the homeless program within the current academic year
<b>Primary Race Code</b>	Enter the student’s primary race code
<b>Full Time Equivalency</b>	Enter “Enrollment”
<b>Grade Level</b>	Enter the grade level which correctly corresponds to the student’s age. Use the chart provided below titled, “Grade Level Chart.”
<b>Entry Code</b>	Typically the code of “E1” is entered here, but consult with your PowerSchool Coordinator based on each enrollment case.
<b>LEA of Residence</b>	Enter the name of your LEA
<b>Fee Exemption Status</b>	Enter “Student Not Exempted”
<b>School</b>	Enter “Homeless”
<b>Admission Status</b>	Typically the code of “MST1,” but consult with your PowerSchool Coordinator based on each enrollment case.

Grade Level Chart		
PK4	4 years old	Use code “PK4”
PK3	3 years old	Use code “PK3”
P2	2 years old	Use code “-3”
P1	1 year old	Use code “-4”
P0	Less than 1 year old	Use code “-5”
Out-of-School student, not graduated, not enrolled		Use Code “-6”

As seen below, “Federal Ethnicity and Race” information can also be entered, including a secondary race code, if one exists.

Other information on this screen is also not required for federal data collection, but may be entered if your district chooses to capture this information.

The final “required” piece of information needed in the enrollment process is “Admission Status.” Typically, that code will be “MST1,” but please consult with the LEA’s PowerSchool Coordinator to confirm the code needed here, based on specific circumstances present.

Once this final field is completed, the user should click the “Submit” button to save the enrollment entry.

## Enrolling Preschool Student (cont.)

- Continue to provide basic demographic information to complete the enrollment process.

The screenshot shows the 'Federal Ethnicity and Race' section of the enrollment form. It includes a dropdown for 'County or Unit', a 'Save' button, and a 'List (1)' button. The 'Federal Ethnicity and Race' section has a 'Yes' radio button for 'Is the student Hispanic or Latino?' and a 'No' radio button. Below this is the 'Race' section with radio buttons for 'What is the student's race?': (AM) American Indian or Alaska Native, (AS) Asian, (BL) Black or African American, (PI) Native Hawaiian/Other Pac. Islander, and (WH) White. The 'Scheduling Reporting Category' is set to 'White (W)'. The form includes fields for 'Father (last, first)', 'Father's Day Phone', 'Father's Employer', 'Father's Home Phone', 'Gender' (set to 'Male'), 'Grade Level' (-3), 'Graduation Year', 'Guardianship', 'Guardian Email', 'Mother (last, first)', 'Mother's Day Phone', 'Mother's Employer', 'Mother's Home Phone', 'Previous Student ID', 'SSN', and 'Student Number' (1234598764). The 'Admission Status' dropdown is circled in red, and a blue arrow points to it with the text 'Typically this will be MST1, but check with your PowerSchool Coordinator to be sure.' The 'Save' button is also circled in red.

### Multiple Program Identifications (CECAS / Migrant)

Some identified McKinney-Vento preschool or out of school siblings may also qualify for services in other programs, such as Exceptional Children (CECAS) and Migrant Education. These students need to have their identification in each program entered into PowerSchool.

The “homeless school (297)” is used for enrollment only when there is no other appropriate school for enrollment. To accomplish multiple identifications for these siblings, it will be necessary to “enroll” the student in either the CECAS school or the migrant school. Enrollment in either of these program schools will generate a blank homeless student detail page.

There will need to be collaboration between the homeless data entry staff and the data entry staff for the other program school to accomplish enrollment and entry of data. Local LEA protocols will need to be developed to ensure that students with multiple program identifications are appropriately captured in each program.

## Multiple Program Identifications for Preschool or Out-of-School Students

Student is:

- McKinney-Vento only – Enroll into **Homeless School**
- McKinney-Vento & **CECAS** – Enroll into **CECAS School**
- McKinney-Vento & **Migrant** – Enroll into the **Migrant School**

It will be necessary to collaborate with CECAS / Migrant staff regarding enrollment process and entering the McKinney-Vento data.

***CECAS / Migrant Identifications:*** Any McKinney-Vento sibling with multiple program school identifications will need “enrollment” into either the CECAS or Migrant school (wherever the other identification resides). Enrollment into any program school will generate a homeless student detail page, necessary for the required McKinney-Vento homeless data collection submission.

### Review of Data Entries

#### Homeless School Summary View

Periodic review of the Homeless School Summary Page is recommended to ensure that records are being saved as expected. Periodic review of the summary page also allows the user to cross reference other LEA lists of identified students with what has been captured in the collection.

Instructions on how to access the Homeless School Summary Page are available within the “Data Submission Process” section of the user guide.

### DATA SUBMISSION PROCESS

#### Final Review of Homeless School Summary Page

An official submission of all data is due no later than June 15<sup>th</sup> of each academic year. If June 15<sup>th</sup> falls on a weekend, submit by close of business on Friday prior to the weekend. **Be sure to inform your Program Specialist as soon as possible if your LEA’s last school day for the current academic year will fall after June 15<sup>th</sup> so that appropriate steps can be taken regarding your LEA’s submission.**

The user should consider the following regarding data submission.

- The LEA’s last school day within the current academic year must be concluded.
- The user must ensure that all eligible students have been entered.

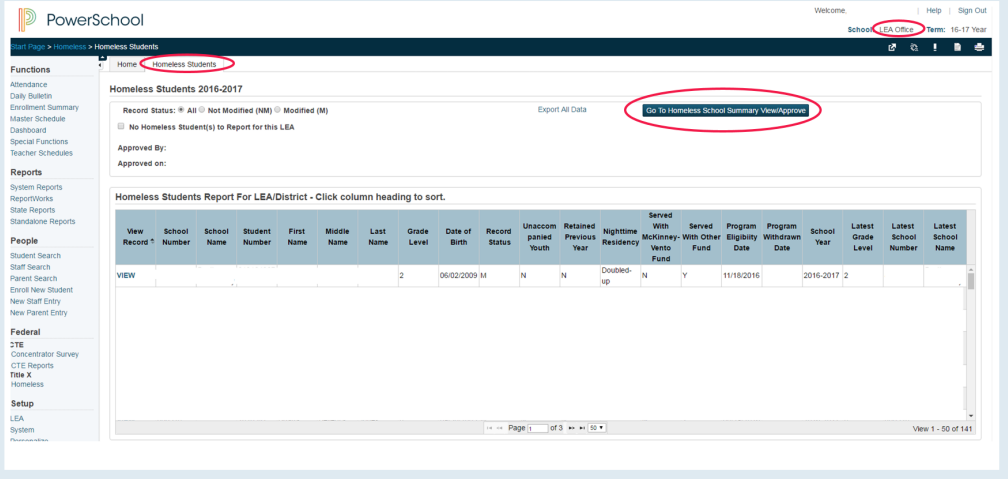
- Students who are enrolled (or were enrolled) in your LEA, and who were identified as McKinney-Vento eligible at any point during the current academic year.
- Qualifying siblings (preschool and school-aged, but out-of-school) of currently identified McKinney students.
- Make sure that the “Homeless School Summary” page totals align with other identification records for each school.
- Make sure that no student records show as “unmodified” on either the “Homeless Students” page or the “Homeless School Summary View” page.
- There is the ability to export all records in a tabular format by using the “Export All Data” function located on the “Homeless Students” page, when “School” is set to “LEA Office.”
- Be sure the user has printed any information (such as each student’s individual record or school lists) desired for archival PRIOR to clicking “Approve.” PowerSchool is LEA based, so NCHEP will not be able to provide any LEA with student level detail data.
- Once a submission is made, the user cannot go back into the data for any reason.
- NCHEP does not have the ability to reopen any district for further submission.

In order to submit/approve LEA data for the June 15th submission deadline:

- Ensure that “School” is set to “LEA Office” and the user is within the homeless pages. The “LEA Office” view will enable the user to view all students in all schools which have been entered into the system.
- Review the list of students to ensure that the total number of records in the system matches the total number of identifications made in the current academic year. Scrolling to the bottom of the page will display a total record count which can be used for comparison. (This cross check should also be done on the Homeless School Summary View page, but those details are shared in subsequent steps.)
- Review the “Record Status” of all records to ensure all records are entered and show as “modified.” If any records show an “unmodified” status, they must be modified before continuing. It may be necessary to contact your regional program specialist for assistance. There are three ways to check the status of a record:
  - The radio button for “Not Modified” can be used to display all records still needing modifications.
  - The column labeled “Record Status” within the table of students can be reviewed to ensure that all records indicate “M” for “modified” status.
  - On the Homeless School Summary View page ensure that no schools are showing a count other than zero (0) in the “unmodified count” column.

# Official Submission Process (cont.)

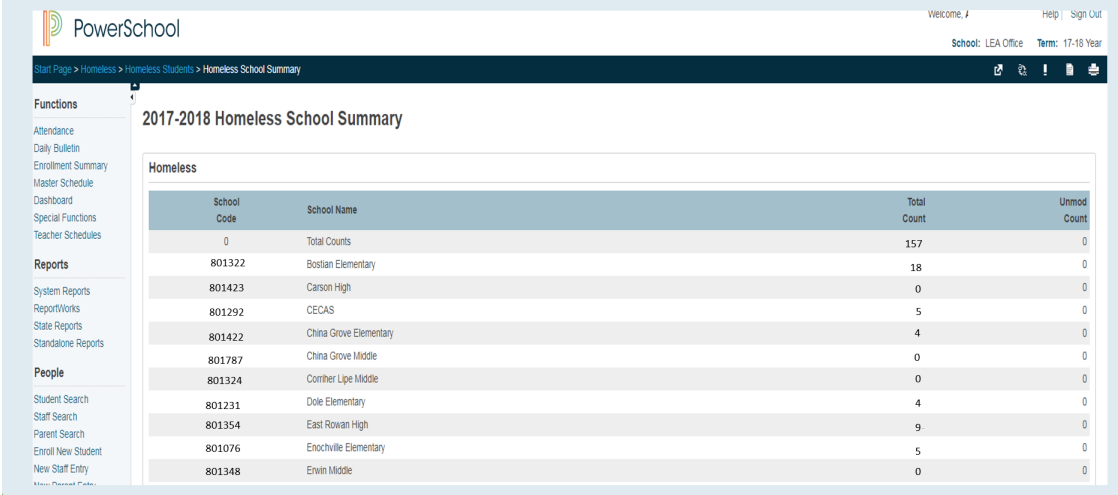
- School = "LEA Office"
- Click on "Homeless Students" tab
- Click on "Go To Homeless School Summary View/Approve" button



- Clicking on the "Go To Homeless School Summary View/Approve" button will reveal a list of all schools in the LEA along with their total number of identified students. A grand total of all students identified in the LEA will also be visible.
- Be sure to cross check these school totals with any other school level identification documents to ensure that all students at identified at each school have been entered.

# Official Submission Process (cont.)

- Ensure that all school totals are accurate.



## Approving Your Data

- If all school totals correspond to other school level identification totals and there is no indication of unmodified students on the “Homeless Students” page, click the “Approve” button to submit the data.
- Be sure you do not attempt to submit your data too early. The homeless module is set to block submissions prior to a specified date each school year. The blocking information will be displayed in the lower right corner of the Homeless School Summary page.

## Official Approval Process (cont.)

- Click “Approve” to submit your data (*remember, once you click “approve” you cannot access the data for any further changes*).

South Rowan High	9	0
Southeast Middle	5	0
West Rowan High	3	0
West Rowan Middle	7	0

**Approval**

Please click on the 'Approve' button after completing Homeless data collection.  
The 'Approve' button will be disabled if Unmod records (Not Modified records) are present.

I have reviewed my Homeless data. It is accurate and complete.

Data can be approved only on or after 05/01/2019

Approve

- Once the user has clicked “Approve” a confirmation message will appear in the lower left of the screen indicating who approved the data and when the data was approved. This acknowledgement will also appear on the “Homeless Students” page as previously stated.

## Official Submission Process (cont.)

- You will see a confirmation message that the data has been “approved” (or submitted).

South Rowan High	9	0
Southeast Middle	5	0
West Rowan High	3	0
West Rowan Middle	7	0

APPROVED By: P Lentz  
APPROVED On: 201806140915

Please click on the 'Approve' button after completing Homeless data collection.  
The 'Approve' button will be disabled if Unmod records (Not Modified records) are present.

I have reviewed my Homeless data. It is accurate and complete.


Approve

**PLEASE NOTE:** NCHEP will not be able to confirm a successful submission in real time. Users will need to ensure that the date and time stamp appears after clicking the “Approve” button.


NCHEP will generate reports listing any LEAs which have not submitted data by the June 15<sup>th</sup> deadline. Contact will be made with LEA administration for any LEA which misses the submission deadline.

The following reminders will assist the user in confirming readiness for data approval/submission.

## Submission Checklist

 **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 Homeless school and entering their McKinney-Vento information?
- ✓ Confirmed that NO students on the Homeless Students page show an “unmodified” status?
- ✓ Confirmed that all school totals on the Homeless School Summary View page match other identification records for each school?
- ✓ Completed your last school day of the current academic year?



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## TECHNICAL ASSISTANCE

Initial questions regarding problems with entry into the homeless data collection should be directed to the NCHEP Program Specialist serving your region. (Only contact DPI PowerSchool Help Desk for matters related to PowerSchool.)

Region	NCHEP Program Specialist
Northeast	Paultett Wall <a href="mailto:pwall@serve.org">pwall@serve.org</a>
Southeast	
North Central	
Sandhills	
Piedmont - Triad	Patricia Lentz <a href="mailto:plent@serve.org">plent@serve.org</a>
Southwest	
Northwest	
Western	

Responses to questions will be posted to the NCHEP website monthly in the FAQ section of the Data Collection Page.



Please access the NCHEP Data Collection Page (<https://hepnc.uncg.edu/data-collection/>) for specific current contact information and for other details related to reporting an issue.

The NCHEP Data Collection Page houses multiple resources, including:

- Archived annual data collection training video
- Archived annual data collection Power Point
- Data Collection Tips
- Data Collection FAQs
- Data Collection User Guide

Specific questions regarding issues with the PowerSchool system should be directed to your LEA PowerSchool Coordinator for assistance in submitting a DPI PowerSchool Help Desk ticket.

## **GLOSSARY OF TERMS**

### **General Data Entry Terms**

Approve	To submit all data entries to DPI to meet the annual requirement for submission
Local Educational Agency (LEA)	The local agency overseeing schools, typically a district or county. <sup>1</sup>
Modified Record	A student record which has been changed or updated
Not Modified Record	A student record which has not been changed or updated yet
Out-of-School	Out-of-school means youth through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a GED outside of a K through 12 institution, and youth who are “here-to-work” only. It does not include preschoolers. <sup>2</sup>
Preschool	Includes "Age Birth Through 2" and "Age 3 Through 5-Not Kindergarten" definitions located in “Guide to Collecting & Reporting Federal Data: Education for Homeless & Youth Program (September 2016)” Glossary - Appendix F
Radio Button	A series of on-screen buttons that allow only one selection to be made from the group. If a button is currently selected, it will de-select when any other button is selected. Radio buttons come from the early days of radio, which had five or six preset station buttons in a row. Pressing one button deselected the other station. <sup>3</sup>
Receive Services	Services include both direct services as outlined in the McKinney-Vento Act in Section 723 and indirect services such as those provided by a staff member whose position is supported through McKinney-Vento funds. <sup>4</sup>
Save	To store a student record in the system

### **Glossary - The Guide to Collecting & Reporting Federal Data**

An extract from “Guide to Collecting and Reporting Federal Data: Education for Homeless & Youth Program” (June 2018) containing a glossary of terms used in federal data collection is provided on the following pages for user reference.<sup>5</sup>

The full NCHE document is available at <https://nche.ed.gov/wp-content/uploads/2018/11/data-guide-17-18.pdf>.

**GUIDE TO REPORTING FEDERAL DATA – June 2018**

## Appendix E: Glossary

*Disclaimer: Some definitions included below are not part of the McKinney-Vento statute, Elementary and Secondary Education Act (ESEA), or federal guidance. They are provided for the purpose of clarifying the data elements required for the federal data collection on homeless education programs. These definitions enable submission of consistent data based on the same interpretation of terminology by LEAs and SEAs. As this data guide addresses collections for SY 2017-18, definitions from federal law reflect those found in the McKinney-Vento Act and ESEA, as amended in 2015, unless specifically noted otherwise.*

**ADJUSTED COHORT GRADUATION RATE (ACGR):** As defined by the Every Student Succeeds Act (ESSA), the percentage of students who form a cohort that earn a diploma or approved alternate diploma. To be included in the original cohort, the students must be enrolled as first time 9th Grade students by the date set for inclusion in the membership data collection. The cohort must be adjusted to add students who join the cohort after the date of the membership collection. Further adjustments must be made to remove students who:

- transfer to another school or program from which the students are expected to receive a regular or approved alternate diploma;
- emigrated to another country;
- transferred to a prison or juvenile detention facility; or
- died.

To be removed from the cohort, the school or LEA must obtain proof of the student’s status as eligible for removal. Students must earn a diploma or approved alternate diploma; those who earn a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential are not considered graduates for the purpose of this calculation.

The cohort rate must be calculated for a four-year rate, but states may additionally opt to use an *extended-year adjusted cohort graduation rate*. The rate for both the four year and extended year rates will be calculated using the following formula (the term homeless students is abbreviated as HCY):

Where A = HCY who entered 9<sup>th</sup> grade for the first time + HCY who transferred into the LEA + HCY identified after 9<sup>th</sup> grade

and

B = HCY who transferred to another diploma granting LEA, prison or juvenile detention, emigrated, or died

the

$ACGR = 100 * \text{Number of HCY who received a diploma or approved alternate diploma} / (A - B)$

In the case of a high school student who has attended more than one school for at least half of a school year and has exited school without a diploma and without transferring to another high school that grants a regular high school diploma, the student shall be assigned to the school in which the student was enrolled for the greatest proportion of school days in grades nine through 12 or to the school in which the student was most recently enrolled.

**AGE BIRTH THROUGH 2:** Includes any homeless child in this age group who is served in any way by McKinney-Vento funds. These data are *only* collected by file spec C194, which collects data on the number of young, homeless children served by McKinney-Vento grants. It is *not* included in file spec C118, Homeless Students Enrolled.

**AGE 3 THROUGH 5-NOT KINDERGARTEN:** Includes any preschool-aged (3 through 5 years old) homeless child who is enrolled in a public preschool program or is served by a McKinney-Vento subgrant. See the definition of public preschool program for examples of preschool programs and services. These data are collected for both file spec C118, Homeless Students Enrolled and file spec C194, Young Homeless Children Served.

**AWAITING FOSTER CARE:** Children who are awaiting foster care placement were considered homeless and eligible for McKinney-Vento services through December 2017 based on their states' status as covered or uncovered. To be considered covered, the state must have statutory law that defines or describes the term awaiting foster care placement.

Awaiting foster care placement was removed from the definition of homeless for the EHCY program on December 10, 2016 for the majority of states not covered under a special provision included in ESSA. For states covered by the provision in ESSA, awaiting foster care placement was removed from the definition of homeless for the EHCY program on December 10, 2017. State Coordinators, liaisons, ED*Facts* Coordinators, CSPR Coordinators, and LEA data stewards must work together to include only those students who are eligible under the homeless definition in the collections discussed in this guide.

Children who are already in foster care are not considered homeless. State Coordinators should provide any guidance or policies developed at the state level to liaisons or encourage liaisons to confer and coordinate with local public social service agency providers to determine which students qualify as awaiting foster care placement. States that have a state definition of homeless that expands the federal definition of homeless should *only* include the children who meet the federal definition of homeless in federal data collections.

**CHILDREN WITH DISABILITIES:** As generally defined by the Individuals with Disabilities Education Act (IDEA, 2004), this category includes children having mental retardation; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under IDEA according to an Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or a services plan. Children and youths meeting these requirements must also meet the McKinney-Vento definition of homeless to be included in the data collection discussed in this guide.

**CHRONIC ABSENTEEISM:** Missing at least 10 percent of school days in a school year for any reason, excused or unexcused. To be included in data reports, a student must attend the school at least 10 days

or 60 days if the student is attending a state institution such as juvenile justice or department of health services school.

**CONSOLIDATED STATE PERFORMANCE REPORT (CSPR):** The CSPR is a data collection tool administered annually by the Office of Elementary and Secondary Education (OESE). The CSPR tool collects information relating to the five ESEA goals established in the June 2002 Consolidated State application, information relating to activities and outcomes of specific ESEA programs, and information relating to activities and outcomes of the McKinney-Vento Act.

**CSPR COORDINATOR:** An individual in the SEA whose responsibilities include coordination of the preparation and certification of the annual CSPR submissions. The CSPR Coordinator can usually be found in a federal programs or accountability division of the SEA. CSPR Coordinators should help State Coordinators plan a schedule for data collection and review before the final certification of the CSPR.

**DATA GROUP:** a specific aggregation (i.e., group) of related data that are stored in the ED*Facts* Data Warehouse to satisfy the specific information need of one or more ED program offices. Thus, an ED*Facts* data group does not represent a single data entry but rather a set of related data entries governed by the file specs. Each ED*Facts* data group is intended to be discrete, concise, universally understood, and non-redundant.

**DOUBLED-UP:** This term describes a type of homelessness defined in the McKinney-Vento Act as “sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason” [42 U.S.C. § 11434a(2)(B)(i)]. As with all eligibility determinations under the McKinney-Vento Act, this classification requires a case-by-case determination, keeping in mind the determining factor is whether the accommodation is a fixed, regular, and adequate nighttime residence. (See *homeless children and youth* for more information).

**EDFACTS:** An ED initiative to put performance data at the center of policy, management, and budget decisions for all educational programs. ED*Facts* centralizes pre-K through high school completion performance data supplied by LEAs and SEAs with other data assets, such as financial grant information. This enables better analysis and use of data in policy development, planning, and management. Data are submitted to ED*Facts* through the EDEN Submission System (ESS).

**EDFACTS COORDINATOR:** An individual in the SEA who is generally responsible for submitting a wide range of data that has been collected from the SEA and LEAs, including data that prepopulates the CSPR. The ED*Facts* Coordinator is usually assigned to the information technology or data division of the SEA. The ED*Facts* Initiative only allows for one designated ESS user per state. This person is most likely the state ED*Facts* Coordinator and is the only person authorized to submit data to the ESS. The ED*Facts* Coordinator should contact the State Coordinator to coordinate training of LEA data stewards and liaisons, to ensure data collection tools are up to date and contain information consistent with the McKinney-Vento Act, and to verify the timely submission of quality data.

**ELIGIBILITY:** To be eligible for services according to the McKinney-Vento Act, a homeless student must meet the Act’s definition of *homeless*. The McKinney-Vento Act defines homeless children and youth as “individuals who lack a fixed, regular, and adequate nighttime residence” [42 U.S.C. § 11434a(2)]. Lacking any one of these three conditions would make a child eligible. In other words, if the residence is not fixed, regular, *and* adequate, it is considered a homeless situation. (See *homeless children and youth* for more information.) LEA liaisons determine a student’s status as homeless, with appropriate assistance and information from school staff and community partners.

**ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA):** A federal law signed in 1965 by President Lyndon Baines Johnson, for the purpose of providing full educational opportunities for all students. ESEA offers grants to districts serving low-income students, grants for improving and recruiting high-quality educators, funding to help states improve school quality and climate, language instruction programs for students learning English, 21<sup>st</sup> Century Schools and Impact Aid grants, funding for innovative programs like magnet or charter schools as well as grants for Native American students. It also provides general administrative provisions, such as barring discrimination on the basis of sex and setting fiscal standards regarding district level of effort. Since the mid-90’s, ESEA has been reauthorized in conjunction with Subtitle VII-B of the McKinney-Vento Act.

**ENGLISH LEARNERS:** To be included in the federal data collection for homeless children and youths, English learner students must meet the McKinney-Vento definition of homeless, and are generally defined in coordination with the state’s English learner definition based on 20 U.S.C. § 7801(20) as students:

- A. who are ages 3 through 21;
- B. who are enrolled or preparing to enroll in an elementary school or a secondary school;
- C. who
  - i. were not born in the United States or whose native languages are languages other than English; or
  - ii. were a Native American or Alaskan Native, or a native resident of the outlying areas; and come from an environment where languages other than English have a significant impact on their level of language proficiency; or
  - iii. are migratory, with native languages other than English, and come from an environment where languages other than English are dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals
  - i. the ability to meet challenging state academic standards;
  - ii. the ability to successfully achieve in classrooms where the language of instruction is English; or
  - iii. the opportunity to participate fully in society.

To be classified as ELs, an individual must meet the criteria of A, B, C, and D in the definition above. To meet the criteria for C, an individual can meet the criteria of any of i, ii, or iii. If the criteria to meet C is ii, then the individual must meet the criteria of both i and ii. To meet the criteria for D, an individual must be denied one of the three listed, i or ii or iii.

**ENROLLED:** Attending classes and participating fully in school activities [42 U.S.C. § 11434a(1)]. For data collection purposes, enrolled includes any child for whom a current record exists. Age 3 through 5 (not Kindergarten) includes any preschool-aged (3 through 5-year old) homeless child who is enrolled in a public preschool program (See the definition of *public preschool* for more information). Children to be included may be attending at a specific location or participating in a home-based program. Students enrolled in school may also include those students enrolled in Grade 13 or Ungraded classes.

**EVERY STUDENT SUCCEEDS ACT (ESSA):** Federal legislation passed on December 10, 2015. Amends three separate federal laws: the Elementary and Secondary Education Act, the McKinney-Vento Homeless Assistance Act, and the Education Flexibility Partnership Act.

**EXTENDED-YEAR ADJUSTED COHORT GRADUATION RATE:** An adjusted graduation cohort rate that includes students who earned a diploma in years five or six of high school.

**FILE SPECIFICATIONS:** File specifications or “file specs” are *EDFacts* documents which provide detailed technical information including definitions and reporting indicators for data collected by the *EDFacts* Initiative and included in the CSPR.

**FIXED, REGULAR, AND ADEQUATE:** According to the McKinney-Vento Act, individuals who lack a fixed, regular, and adequate nighttime residence are considered homeless. While the terms fixed, regular and adequate are not explicitly defined in the law, the terms are accepted to mean the following:

- Fixed residences are stationary, permanent, and not subject to change.
- Regular residences are used on a regular (i.e. nightly) basis.
- Adequate residences are sufficient for meeting physical and psychological needs typically met in home environments.

**GRADE 13:** This grade level is for students who remain in school for more than four years in order to take part in a program that bridges the high school to college transition. Examples include early or middle college programs. Grade 13 is not to be used for students who are repeating courses to meet high school requirements.

**HOMELESS CHILDREN AND YOUTH:** Individuals who lack a fixed, regular, and adequate nighttime residence [42 U.S.C. 11434(a)(2)(A)]. The term also includes:

- children and youth sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or transitional shelters; or abandoned in hospitals;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children (as such term is defined in section 6399 of Title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in the previously listed circumstances.

Awaiting foster care placement will sunset from the McKinney-Vento Act on December 10, 2016 for states not covered under a special provision included in ESSA. For states covered by the provision in ESSA, awaiting foster care placement will sunset from the definition of homeless included in the McKinney-Vento Act on December 10, 2017. State Coordinators, liaisons, *EDFacts* Coordinators, CSPR Coordinators, and LEA data stewards must work together to include only those students who are eligible under the homeless definition in the collections discussed in this guide.

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA):** The IDEA, reauthorized in 2004, is a federal law ensuring educationally related services to children with disabilities in order to improve educational results and ensure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities. See the definition of children with disabilities above.

**IDENTIFIED:** For the purposes of data collection, this refers to the point in time at which the local liaison or his/her designee documents the homeless status of a child or youth. A child may be identified as

homeless while already enrolled in and attending school, at the time of enrollment, or during an outreach activity and while not actually enrolled in school.

**KINDERGARTEN:** Includes all homeless children who attend LEA-administered kindergarten programs whether the programs are mandatory or non-mandatory. States with the grades K4 and K5 should include children in those categories in the Kindergarten grade.

**LOCAL EDUCATIONAL AGENCY (LEA):** A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties as are recognized in a state as an administrative agency for its public elementary or secondary schools. Types of LEAs include:

- regular local school districts that are not a component of a supervisory union, but are independent school districts or dependent segments of local government;
- agencies that do not operate schools but that are primarily responsible for providing public education within their jurisdiction (i.e., co-ops);
- local school districts that are a part of a supervisory union;
- supervisory union administrative centers or the county superintendent’s office serving in that role;
- regional education service agencies;
- state agencies that provide elementary or secondary education services to students in specified populations, such as schools for blind or deaf students, correctional facilities, and state hospitals;
- federal agencies that provide elementary and secondary education level instruction to students in a specified population (excludes Bureau of Indian Education and Department of Defense);
- independent charter districts; and
- other education agencies. (For more information see file spec N029, Directory.)

For additional information, see *Regional Consortia*.

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:** Federal legislation first passed in 1987 to address the increasing needs of homeless persons in the United States. Subtitle VII-B of the McKinney-Vento Act governs education provisions specific to homeless children and youth. Since the mid-1990s, the McKinney-Vento Act has been reauthorized in conjunction with the ESEA.

**MCKINNEY-VENTO SUBGRANT:** Federal funds allocated to SEAs and made available to LEAs through competitive, need-based grants for the purpose of facilitating the enrollment, attendance, and success in school of homeless children and youths [42 U.S.C. § 11433(a)(1)].

**MIGRATORY CHILDREN/YOUTH:** To be included in the federal data collection for homeless education, migratory children and youth must meet the McKinney-Vento definition of homeless and must be approved by the SEA for a Certificate of Eligibility as stated in section 20 U.S.C. § 6399. This includes:

- A. children and youth or whose parents or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers, and
- B. who, in order to obtain temporary or seasonal employment, or in order to accompany parents or spouses so they may obtain temporary or seasonal employment in agricultural or fishing work,
  - i. have moved from one LEA to another; or



- ii. have moved from one administrative area to another within the state in a state that comprises a single LEA;
- iii. or reside in an LEA of more than 15,000 square miles and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

**POPULATION:** The process by which data are submitted through *EDFacts* files and automatically loaded as responses to CSPR questions. All data except the number of LEAs reporting data in question 1.9.1 of the CSPR are populated by data submitted to *EDFacts*.

**PRIMARY NIGHTTIME RESIDENCE:** The type of residence (e.g. shelter, hotel, doubled-up in the home of a friend or relative, unsheltered) in which a homeless child or unaccompanied homeless youth was residing at the time of enrollment or the type of residence where a currently enrolled child or youth was staying when he or she was determined homeless under the McKinney-Vento Act by the liaison or his or her designee.

**PUBLIC PRESCHOOL PROGRAM:** For purposes of inclusion in the homeless education data collection, public preschool programs include early childhood education programs for children aged 0-5, funded through tax dollars or other public funds, and for which the LEA is a financial or administrative agent or for which the LEA is accountable for providing early childhood education services. Children may attend preschool at a specific location or participate in a home-based program. Examples of public preschool programs include:

- preschool programs operated or administered by the LEA and considered mandatory under state law;
- Head Start programs receiving funding from the LEA or for which the LEA is the grant recipient;
- preschool special education services operated or funded by the LEA or mandated under IDEA;
- preschool programs and services administered or funded by the LEA thru the use of Title I or similar government grants; or
- home-based early childhood educational services funded and administered by an LEA.

**REGIONAL CONSORTIA:** Regional consortia are entities that are addressed in the definition of an LEA in 20 U.S.C. § 7801 as “a combination of school districts or counties that is recognized in a state as an administrative agency for its public elementary or secondary schools.” Examples of regional entities include: Intermediate School Districts (ISDs) which are recognized as LEAs, but do not enroll students; Educational Service Centers (ESCs) which are administrative units separate from or subordinate to the SEA or LEAs they serve; other regional groupings such as Boards of Cooperative Educational Services (BOCES), County Offices of Education, Regional Education Service Agencies (RESAs), etc. Every individual LEA affiliated with or served by a consortium or other regional entity should be individually counted.

**SCHOOL OF ORIGIN:** The school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. This includes the designated receiving school at the next grade level for all feeder schools [42 U.S.C 11432 § (g)(3)(I)].

**SCHOOL YEAR:** The period of time required by state or local policy in which students must attend school. For the purposes of this data collection, a school year is determined to be the period of July 1st through June 30th.

**SCHOOL-AGED:** The age determined by state law for compulsory education.

**SERVED:** The definition of served includes homeless children who have been served in any way through McKinney-Vento funds regardless of their enrollment in school or preschool. Services would include both direct services, as outlined in the McKinney-Vento Act [42 U.S.C. § 11433], and indirect services, such as those provided by a staff member whose position is supported through McKinney-Vento funds and who is involved in the administration of the McKinney-Vento program but does not necessarily provide direct services. An example of an indirect service includes outreach activities for which a staff member’s time is paid and results in an increase in the identification of homeless students. This definition includes children aged Birth through 5 years old who are served by the subgrant program. While students may be served by multiple funding sources, only those homeless students who were served by McKinney-Vento subgrant funds specifically may be included in the federal data collection for data group 655.

**SHELTER:** Supervised publicly or privately operated facilities designed to provide temporary living accommodations.

**STATE EDUCATIONAL AGENCY (SEA):** The agency primarily responsible for the state supervision of public elementary and secondary schools.

**SUBSTANDARD HOUSING:** The definition of substandard housing may be determined with consideration of local building codes, community norms, and a case-by-case determination regarding the safety and suitability of a residence as adequate for habitation by humans.

**TRANSITIONAL HOUSING:** Temporary accommodation for homeless individuals and families, as a step to permanent housing. Residents of transitional housing are considered homeless until they move into permanent housing. Transitional housing programs may last up to 24 months, provide housing in addition to wraparound services, and typically require participants to pay a portion of their housing costs based on a sliding scale

**UNACCOMPANIED HOMELESS YOUTH:** To be included in the federal data collection, an unaccompanied homeless youth must be a youth who:

1. is not in the physical custody of a parent or guardian *and*
2. fits the McKinney-Vento definition of homeless.

There is no age range specified in the law for an unaccompanied homeless youth. The upper age range is determined by what a state defines as school-aged, unless the child is in special education, in which case, the upper age range is 21 years of age (or higher depending on state law). There is no lower age range.

**UNGRADED:** Is defined as students who are assigned to a class that is not organized on the basis of grade grouping and has no standard grade designation. This includes both regular and special classes that have no grade designations. Such a class may contain students of different ages who are identified according to level of performance in one or more areas of instruction, rather than according to grade or age. The definition of ungraded does not include out-of-school youths, preschoolers, or children who are not yet school age. Ungraded also does not include Grade 13.

**UNSHeltered:** Includes children and youth living in situations listed in the McKinney-Vento definition of homeless (see *homeless children and youth*), such as cars, parks, campgrounds, temporary trailers, abandoned buildings, and substandard housing. As with all determinations of eligibility under the McKinney-Vento Act, unsheltered situations require case-by-case determination as to whether the accommodation is fixed, regular, and adequate.

## Footnotes

<sup>1</sup>Local Educational Agency, <http://eddataexpress.ed.gov/definitions.cfm>.

<sup>2</sup>Out-of-School, C043 – Homeless Served (McKinney-Vento) v12.0, 2015-16 File Specifications, pg. 4, <https://www2.ed.gov/about/inits/ed/edfacts/sy-15-16-nonxml.html>.

<sup>3</sup>Radio Button, <http://www.pcmag.com/encyclopedia/term/50131/radio-buttons>.

<sup>4</sup>Receive Services, C194 – Homeless Served (McKinney-Vento) v13.10, 2016-17 File Specifications, pg. 3, <https://www2.ed.gov/about/inits/ed/edfacts/sy-16-17-nonxml.html>.

<sup>5</sup>Guide to Collecting & Reporting Federal Data,” Glossary, Appendix E, <https://nche.ed.gov/wp-content/uploads/2018/11/data-guide-17-18.pdf>.

## **References**

North Carolina Department of Public Instruction, Federal Program and Monitoring and Support Services Division, 2014-2019.

North Carolina Department of Public Instruction, Home Base, PowerSchool, 2014-2019.