

# Homeless Education2024-25 Program Instrument

**California Department of Education**

**March 2024**

## I. Involvement

### HE 01: Involvement of Parents or Guardians

1. The local educational agency (LEA) must inform the parents or guardians of homeless children and youths of educational and related opportunities to participate in the education of their children.
(42 United States Code [42 U.S.C.] Section 11432[g][6][A][v]; California *Education Code* [*EC*] Sections 48852.5 and 48852.6)

#### Evidence Requests

##### LEA Internet Web Page or Internet Website

Abbreviation: IntntWbPgWbst

Description: Current links, screenshot and other related information of the Internet web page or internet website.

Item Instructions: HE 01: List of link(s), screenshot or any other related information to websites, web pages showing the list of liaison(s) in that school district, charter school or county office of education and their contact information. Websites or web pages are to include, but not limited to, rights, protections and resources for children and youths experiencing homelessness. If a school site has a website, the LEA will ensure the district liaison contact information and link to the district information is provided.

Related Items: HE 01, HE 03, HE 04

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 01: Board-adopted administrative regulations relating to homeless education implementation and involving parents/guardians in their children’s education. Board approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 01: Approved board policies relating to homeless education implementation and involving parents/guardians in their children’s education. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Letters and Notices to Parents

Abbreviation: LtrNtcPrnt

Description: A current sample of written communications sent by the LEA.

Item Instructions: HE 01: Samples of flyers, notices, and/or documents providing information to homeless parents andguardians, that informs them of the opportunities to participate in the education of their children or in the case of unaccompanied youths, informs them of opportunities to participate in their own education.

Related Items: HE 01, HE 03, HE 07

##### Parent Handbook

Abbreviation: PrntHndbk

Description: Most recent parent handbook cover page, table of contents, and page(s) addressing homeless students' rights and protections.

Item Instructions:

Related Items: HE 01, HE 03, HE 04

## II. Governance and Administration

### HE 02: Policy against Stigmatization, Segregation

1. The LEA must adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their homeless status. (42 U.S.C. Section 11432[g][1][J][i])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 02: Board-adopted administrative regulations indicating the specific language that homeless children and youths are not stigmatized or segregated. Board-approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 02: Approved board policies indicating the specific language that homeless children and youths are not stigmatized or segregated. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Sample of Student-Level Tracking System Showing Services Provided to Homeless Children and Youths

Abbreviation: SmplStdntLvlTrckingSrvsPrvd

Description: Sample of student-level tracking system showing educational services provided to homeless children and youths.

Item Instructions: HE 02: A sample of the LEA's student-level data system that identifies that a student is homeless, their nighttime residency, and implementation of services provided. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 02, HE 03, HE 05

### HE 03: LEA Liaison and Their Duties

1. Each LEA liaison for homeless children and youths shall ensure that:
	* 1. Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.
		(42 U.S.C. Section 11432[g][6][A][i]; *EC* Section 48851[a])
		2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in schools. (42 U.S.C. Section 11432[g][6][A][ii]’ *EC* Section 48850[a])
		3. Homeless children, youths, and their families have access to and receive educational services for which they are eligible for, including Head Start, the Early Intervention Program for Infants and Toddlers with disabilities and other preschool programs. (42 U.S.C. Section 11432[g][6][A][iii]; *EC* Section 48850[a])
		4. Homeless children, youths, and their families receive referrals to services for health care, dental, mental health, substance abuse, housing, and other appropriate services. (42 U.S.C. Section 11432[g][6][A][iv]; *EC* Section 48851.5)
		5. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by homeless parents, guardians, and unaccompanied youths in a manner and form understandable to them.
		(42 U.S.C. Section 11432[g][6][A][vi]; *EC* Section 48852.5[a])
		6. Enrollment, school selection, and eligibility disputes are mediated according to the dispute resolution process.
		(42 U.S.C. Section 11432[g][6][A][vii]; *EC* Section 48852.7)
		7. Homeless children, youths, and their families are provided with information on and assistance in accessing transportation, including to and from the school of origin.
		(42 U.S.C. Sections 11432[g][6][A][viii], 11432[g][1][J][iii]; *EC* Section 48852.7[e][1])
		8. School personnel, including principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel, that provide services to homeless children, youths, and their families receive professional development and other support.
		(42 U.S.C. Sections 11432[g][1][D], 11432[g][6][A][ix]; *EC* Section 48852.5[c])
		9. Coordination occurs with state, community, and school personnel to provide education and related services to homeless children and youths.
		(42 U.S.C. Section 11432[g][6][C]; *EC* Section 48851.5)
		10. The LEA collects and provides to the State Coordinator reliable, valid, and comprehensive data regarding homeless education.
		(42 U.S.C. Section 11432[g][6][C]; *EC* Sections 48852.5 [h])

#### Evidence Requests

##### Agendas, Minutes of Meetings Demonstrating Coordination with LEAs

Abbreviation: AgndMtgMntsCrdntnLEAs

Description: Agendas, minutes of meetings demonstrating coordination with LEAs.

Item Instructions: HE 03: Samples of meetings of each stakeholder (state, community, and school personnel) indicating coordination with homeless liaison to ensure that homeless children and youth are promptly identified.

Related Items: HE 03

##### Immunization Flyers and/or Services Offered

Abbreviation: ImnztnFlrsSrvcsOfrd

Description: Flyers and/or services offered to homeless students as it relates to immunizations, Tdap, or other medical referrals needed for immediate enrollment.

Item Instructions: HE 03: Samples of documentation and/or referrals for such services. For privacy purposes, please redact students' names.

Related Items: HE 03, HE 16

##### LEA Internet Web Page or Internet Website

Abbreviation: IntntWbPgWbst

Description: Current links, screenshot and other related information of the Internet web page or internet website.

Item Instructions: HE 03: List of link(s), screenshot or any other related information to websites, web pages showing the list of liaison(s) in that school district, charter school or county office of education and their contact information. Websites or web pages are to include but not limited to rights, protections and resources for children and youths experiencing homelessness. If a school site has a website, the LEA will ensure the district liaison contact information and link to the district information is provided.

Related Items: HE 01, HE 03, HE 04

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 03: Board-adopted administrative regulations relating to homeless education implementation including the duties of the liaison. Board-approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 03: Approved board policies relating to homeless education implementation including the duties of the homeless liaison. Board- approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Letters and Notices to Parents

Abbreviation: LtrNtcPrnt

Description: A current sample of written communications sent by the LEA.

Item Instructions: HE 03: Samples of flyers, notices, and/or documents providing information to homeless parents and guardians that informs them of the opportunities to participate in the education of their children or, in the case of unaccompanied youths, informs them of opportunities to participate in their own education.

Related Items: HE 01, HE 03, HE 07

##### Parent Handbook

Abbreviation: PrntHndbk

Description: Most recent parent handbook cover page, table of contents, and page(s) addressing homeless students' rights.

Item Instructions:

Related Items: HE 01, HE 03, HE 04

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the homeless education program which may include, but is not limited to, agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: HE 03: Samples showing professional development completed by the homeless liaison and/or other school personnel, including principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel.

Related Items: HE 03, HE 12, AE 04, SEI 02, SEI 08, CTE 04

##### Posters, Flyers, and Brochures

Abbreviation: PstrsFlrsBrchrs

Description: Provide the posters, flyers, and/or brochures that the LEA posts or disseminates that includes rights, protections, and liaison contact information. Provide a list of the locations where these notices are posted.

Item Instructions:

Related Items: HE 03, HE 04, HE 07, HE 13

##### School Personnel Presentation Materials

Abbreviation: SchlPrsnnlPrsnttnMatrls

Description: A sample of a homeless education presentation such as a PowerPoint presentation for school personnel.

Item Instructions: HE 03: A sample of the homeless education presentation that the homeless liaison presented to school personnel, including principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel.

Related Items: HE 03, HE 04

##### Referrals for Comparable Services Given to Homeless Children, Youths, and their Familieswithin the LEA, County or Community

Abbreviation: RfrlsGvnHmlsYthFmlsCmmtyCnty

Description: Completed referral forms for services available for homeless students, such as early education programs, transportation, health care, dental, mental health, substance abuse, housing, and other appropriate services.

Item Instructions: HE 03: Completed referral forms demonstrating services available. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 03

##### Sample of Student-Level Tracking System Showing Services Provided to Homeless Children and Youths

Abbreviation: SmplStdntLvlTrckingSrvsPrvd

Description: Sample of student-level tracking system showing educational services provided to homeless children and youths.

Item Instructions: HE 03: Sample of student-level tracking system showing homeless education implementation services. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 02, HE 03, HE 05

### HE 04: Notice of LEA Liaison’s Duties

1. The LEA shall inform school personnel, service providers, advocates working with homeless families, and parents/guardians of homeless children and youths of the duties of the LEA liaison.
(42 U.S.C. Section 11432[g][6][B]; EC 48852.6[b][c])

#### Evidence Requests

##### Agendas, Minutes, and/or Sign-In Sheets

Abbreviation: AgndsMntsSgnShts

Description: Documents from the current year.

Item Instructions: HE 04: Samples of meetings for each stakeholder (school personnel, service providers, and advocates) that show that the LEA has informed them of the duties of the liaison.

Related Items: HE 04

##### LEA Internet Web Page or Internet Website

Abbreviation: IntntWbPgWbst

Description: Current links, screenshot and other related information of the Internet web page or internet website.

Item Instructions: HE 04: List of link(s), screenshot or any other related information to websites, web pages showing the list of liaison(s) in that school district, charter school or county office of education and their contact information. Websites or web pages are to include but not limited to rights, protections and resources for children and youths experiencing homelessness. If a school site has a website, the LEA will ensure the district liaison contact information and link to the district information is provided.

Related Items: HE 01, HE 03, HE 04

##### Parent Handbook

Abbreviation: PrntHndbk

Description: Most recent parent handbook cover page, table of contents, and page(s) addressing homeless students' rights.

Item Instructions:

Related Items: HE 01, HE 03, HE 04

##### Posters, Flyers, and Brochures

Abbreviation: PstrsFlrsBrchrs

Description: Provide the posters, flyers, and/or brochures that the LEA posts or disseminates that includes rights, protections, and liaison contact information. Provide a list of the locations where these notices are posted.

Item Instructions:

Related Items: HE 03, HE 04, HE 07, HE 13

##### School Personnel Presentation Materials

Abbreviation: SchlPrsnnlPrsnttnMatrls

Description: A sample of a homeless education presentation such as a PowerPoint presentation for school personnel.

Item Instructions: HE 04: A sample of the homeless education presentation that the homeless liaison presented to school personnel, including principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel.

Related Items: HE 03, HE 04

### HE 05: Dispute Resolution Process

1. If a dispute arises over eligibility, school selection, or enrollment in a school, the LEA must:
	* 1. Immediately enroll the child or youth to the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
		2. Provide written explanation to the parent, guardian, or unaccompanied youth of the school’s decision, including the rights of the parent, guardian, or unaccompanied youth to appeal such decision.
		3. Refer the youth, parent, or guardian to the LEA liaison to carry out the dispute resolution as expeditiously as possible.
		4. Ensure that an unaccompanied youth is immediately enrolled in school, pending resolution of the dispute. (42 U.S.C. Section 11432[g][3][E])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 05: Board-adopted administrative regulations relating to homeless education implementation and the dispute resolution process. Board-approved administrative regulations should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 05: Approved board policies relating to homeless education implementation and the dispute resolution process. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Developed Dispute Resolution Forms

Abbreviation: LEADvlpdDsptRsltnFrms

Description: A sample of the form that the LEA uses if a homeless student has a dispute concerning eligibility, school selection, or enrollment.

Item Instructions:

Related Items: HE 05

##### Records of Disputes, if any

Abbreviation: RcrdsDspts

Description: Completed dispute records such as letters to the family, forms filled out by the family, and/or information sent to the county office of education, if any.

Item Instructions:

Related Items: HE 05

##### Sample of Student-Level Tracking System Showing Services Provided to Homeless Children and Youths

Abbreviation: SmplStdntLvlTrckingSrvsPrvd

Description: Sample of student-level tracking system showing educational services provided to homeless children and youths.

Item Instructions: HE 05: A sample of the LEA's student-level data system that identifies that homeless students are immediately enrolled, understand school selection, and receive transportation services. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 02, HE 03, HE 05

### HE 06: Coordinating Services with Local Agencies, LEAs

1. The LEA shall coordinate:
	* 1. The provision of services it provides with local social services agencies and other agencies or entities who provide services to homeless children, youths, and their families.
		42 U.S.C Section 11432[g][5][A][i])
		2. Transportation, transfer of school records and other inter-district activities with other LEAs. (42 U.S.C Section 11432[g][5][A][ii])

#### Evidence Requests

##### Documentation Demonstrating Coordination with Local Agencies and Other LEAs

Abbreviation: DcmntCrdntnLEAs

Description: Documentation from the current year demonstrating coordination with other LEAs relating to homeless education issues.

Item Instructions: HE 06: Documentation for each stakeholder (state, community, and other school personnel) indicating coordination relating, but not limited to transportation, public notices, and dispute resolution process, etc.

Related Items: HE 06

##### Documentation Demonstrating Coordination with Local Agencies

Abbreviation: DcmntCrdntn

Description: Documents from the current year demonstrating coordination with local agencies relating to homeless education issues

Item Instructions: HE 06: Documentation for each stakeholder (state, community, and school personnel) indicating coordination relating, but not limited to transportation, public notices, and dispute resolution process, etc.

Related Items: HE 06 Documentation for each stakeholder (state, community, and school personnel) indicating coordination relating, but not limited to transportation, public notices, and dispute resolution process, etc.

##### Coordination with County Office of Education

Abbreviation: CrdntnCOE

Description: Documentation from the current year demonstrating coordination with the county office of education relating to homeless education issues.

Item Instructions: Documentation for each stakeholder (state, community, and school personnel) indicating coordination relating, but not limited to transportation, public notices, and dispute resolution process, etc.

Related Items: HE 06

### HE 07: Notification in Parents' Languages

1. The LEA must provide parents/guardians with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand.
(20 U.S.C. Section 6318[e][5]; 42 U.S.C. Section 11432[g][6][A][vi]

If 15 percent or more of a student body speaks a primary language other than English, as determined by the previous year’s language census data, all notices, reports, statements, records sent to parents of such students must be written in English and the primary language. (*EC* Section 48985)

#### Evidence Requests

##### Letters and Notices to Parents in Necessary Languages

Abbreviation: LtrNtcPrntLng

Description: A current sample of translated written communications sent by the school.

Item Instructions: HE 07: Samples of flyers, notices, and/or documents providing information to homeless parents in a language that the parents can understand that informs them of the opportunities to participate in the education of their children.

Related Items: HE 01, HE 03, HE 07

##### Posters, Flyers, or Brochures in Necessary Languages as Determined by School Language Census

Abbreviation: PstrsDtrmndSchlLnggCns

Description: The posters, flyers, and/or brochures that the LEA posts or disseminates that includes applicable rights, protections, and liaison contact information, in a language that the parents can understand.

Item Instructions: HE 07: Items such as intake forms, posters, registration forms, or flyers.

Related Items: HE 03, HE 04, HE 07, HE 13

### HE 08: Inventory

1. An LEA must maintain an inventory record for each piece of equipment, with an acquisition cost of $500 or more per unit, which is purchased with either Education for Homeless Children and Youth (EHCY) funds or the LEA’s Title I, Part A reservation funds for homeless education. The record must describe the acquisition by:
	* 1. Type/description
		2. Model/name
		3. Serial number
		4. Funding source
		5. Acquisition date
		6. Cost
		7. Location
		8. Current condition
		9. Transfer, replacement, or disposition of obsolete or unusable equipment

(*EC* Section 35168; Title 5, California Code of Regulations (5 CCR) Section 3946; 2 Code of Federal Regulations (CFR) Section 200.313[d][1])

#### Evidence Requests

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: HE 08: Spreadsheet for equipment purchased by Title I, Part A reservation funds and/or EHCY funds.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

## III. Funding

### HE 09: Funds Reserved for Comparable Services

1. The LEA must reserve Title I, Part A, funds as are necessary to provide services to homeless children and youths that are comparable to services provided to children in schools funded under the provisions of Title I, Part A. (20 U.S.C. Section 6313[c][3][A][i])

#### Evidence Requests

##### Fiscal Records

Abbreviation: FsclRcrds

Description: Fiscal records indicating how Title I, Part A reservation funds for homeless education were reserved and expended for services to homeless children and youths.

Item Instructions:

Related Items: HE 09

##### Title I, Part A Reservation Budget Plan

Abbreviation: TtlIPrtARsrvtnBdgtPln

Description: The Title I, Part A reservation funds for homeless education budget plan indicating how funds will be spent and include a description of services provided to homeless children and youths.

Item Instructions:

Related Items: HE 09

### HE 10: Salaries and Wages

1. The LEA must ensure that the LEA properly charges and documents salaries and wages that are reasonable, necessary, and allowable in accordance with applicable Title I, Part A program requirements and/or EHCY, when applicable. (2 CFR Section 200.403)

#### Evidence Requests

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: HE 10: If the LEA used Title I, Part A reservation funds for homeless education and/or EHCY funds to pay for personnel, upload time accounting records.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05

## IV. Standards, Assessment, and Accountability

### HE 11: School Accountability Report Card (SARC)

1. The LEA shall annually issue and update a SARC for each school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand, that contains all required elements. (20 U.S.C. Section 6311[h][2]); *EC* Sections 33126, 35256)
	1. The LEA shall annually publicize the SARC for each school and notify parents/guardians of students that a hard copy will be provided upon request. The LEA that is connected to the Internet shall make the information contained in the SARC accessible on the Internet and make the information widely available through public means.
	(20 U.S.C. Section 6311[h][2][B][iii]; *EC* Sections 35256[c] and 35258)

#### Evidence Requests

##### SARC Hard Copy Availability Notification

Abbreviation: SARCHrdCpyNtfctn

Description: Notification indicating that the SARC is available in hard copy. This notification is generally in your Parent Handbook.

Item Instructions:

Related Items: HE 11, CE 17

##### SARC LEA Web page URL

Abbreviation: SARCLEAWbPgURL

Description: Current URL(s) to the LEA's Web page(s) where each reviewed school's SARC can be viewed.

Item Instructions:

Related Items: HE 11

##### School Accountability Report Card (SARC)

Abbreviation: SARC

Description: The most recent SARC.

Item Instructions: HE 11: The most recent SARC or current Uniform Resource Locator(s) (URLs) to the LEA's Web page(s) where each school's SARC may be viewed.

Related Items: PE 04, PE 05, SEI 11, HE 11, CE 17

## V. Staffing and Professional Development

### HE 12: Professional Development Completed by the LEA Liaison

1. The LEA must adopt policies and practices to ensure participation by the LEA liaison in professional development and other technical assistance activities relating to homeless education.
(42 U.S.C. Section 11432[g][1][J][iv]; *EC* Section 48852.5[e])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 12: Board-adopted administrative regulations ensuring participation by liaisons in homeless education professional development and technical assistance activities determined appropriate by the State Coordinator. Board-approved administrative regulations should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 12: Approved board policies ensuring participation by liaisons in homeless education professional development and technical assistance activities determined appropriate by the State Coordinator. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: HE 12: Samples showing professional development completed by the homeless liaison.

Related Items: HE 03, HE 12, AE 04, SEI 02, SEI 08, CTE 04

##### Presentation Materials of Completed Training

Abbreviation: PrsnttnMatrlsCmpltdTrng

Description: A sample of a homeless education presentation such as a PowerPoint presentation.

Item Instructions: HE 12: A sample of a presentation that the homeless liaison received as it relates to homeless education resources, rights, protections and strategies, etc. to fulfill liaison duties.

Related Items: HE 12

## VI. Opportunity and Equal Educational Access

### HE 13: School Stability

1. If a student is homeless or becomes homeless during the school year, the LEA shall allow the student to continue their education in their school of origin. (*EC* Section 48852.7[a])

The school of origin means the school the homeless child attended when permanently housed or the school in which the homeless child was last enrolled. If the school the homeless child attended when permanently housed is different from the school in which the homeless child was last enrolled, or if there is some other school that the homeless child attended with which the child is connected and attended within the immediately preceding 15 months, the LEA liaison, in consultation and agreement of the child and the person holding educational rights shall determine, in the best interests of the child, the school of origin. (*EC* Section 48852.7[f][2])

* 1. The homeless child shall be allowed to attend their school of origin for the following duration:
		1. For the duration of their homelessness, including continuing with feeder school patterns to ensure the child has the benefit of matriculating with his or her peers.
		(42 U.S.C. Sections 11432[g][3][A][i], [g][3][A][ii]; *EC* Section 48852.7[c])
		2. Through the remainder of the academic year, if the child or youth is in kindergarten through eighth grade and becomes permanently housed during an academic year.
		(42 U.S.C. Section 11432[g][3][A][i][II]; *EC* Section 48852.7[b][2])
		3. Through graduation of high school, if the child or youth was in high school and becomes permanently housed during an academic year.
		(*EC* Section 48852.7[b][1])
	2. If the LEA determines it is not in student’s best interests to attend their school of origin, the LEA must provide a written explanation to the parent, guardian or unaccompanied youth of the reasons for its determination, in a manner and form understandable to them, and provide information as to how to appeal the decision.
	(42 U.S.C Section 11432[g][3][B][iii])
	3. If the homeless child continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child’s transportation to or from the school of origin.
	(42 U.S.C. Section 11432[g][1][J][iii][I]; *EC* Section 48852.7[e])
	4. If the child is attending the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the child is living must agree upon a method to apportion responsibility and costs for providing the child the transportation to and from the school of origin.
	(42 U.S.C. Section 11432[g][1][J][iii][II]; *EC* Section 48852.7[e])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 13: Board-adopted administrative regulations relating to homeless education implementation and retaining homeless children or youths in the school of origin . Board-approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 13: Approved board policies relating to homeless education implementation and retaining homeless children and youths in the school of origin. Board-approved policies should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Posters, Flyers, and Brochures

Abbreviation: PstrsFlrsBrchrs

Description: Provide the posters, flyers, and/or brochures that the LEA posts or disseminates that includes rights, protections and liaison contact information. Provide a list of the locations where these notices are posted.

Item Instructions:

Related Items: HE 03, HE 04, HE 07, HE 13

### HE 14: Provides Comparable Services

1. The LEA must provide services to homeless students comparable to those offered to other students. Such services include:
	* 1. Transportation services (42 U.S.C. Section 11432[g][4][A])
		2. Educational services for which the child or youth meets the eligible criteria, such as services provided under Title I or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners. (42 U.S.C. Section 11432[g][4][B]; 20 U.S.C. 6301 et seq.)
		3. Programs in career and technical education (42 U.S.C. Section 11432[g][4][C])
		4. Programs for gifted and talented education (42 U.S.C. Section 11432[g][4][D])
		5. School nutrition programs (42 U.S.C. Section 11432[g][4][E])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 14: Board-adopted administrative regulations relating to homeless education implementation and provision of comparable services. Board-approved administrative regulations should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 14: Approved board policies relating to homeless education implementation and provision of comparable services. Board-approved policies should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Referrals for Comparable Services Given to Homeless Children, Youths, and their Families within the LEA

Abbreviation: RfrlsGvnHmlsYthFmlsCmprblSrvcs

Description: Completed referral forms for comparable services listed and/or other appropriate services for homeless students related to academic success and access.

Item Instructions: HE 14: Completed referral forms demonstrating comparable services offered, including Special Education and English learner services, transportation, early education, expanded learning programs and other appropriate services for homeless students. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 14

##### Sample of Student-Level Tracking System Showing Comparable Services Provided to Homeless Children and Youths

Abbreviation: SmplStdntLvlTrckingCmprbl

Description: Sample of student-level tracking system showing how the LEA monitors and tracks comparable services, including Special Education and English learner services, career and technical education, gifted and talented education provided to homeless children and youths.

Item Instructions: HE 14: For privacy purposes, please redact students' names and any identifier.

Related Items: HE 14

### HE 15: Extracurricular Activities

1. The LEA shall immediately deem a homeless student to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (42 USC 11432(g)(1)(F)(iii); *EC* Section 48850[a][2])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 15: Board-adopted administrative regulations relating to accessing participation in interscholastic sports or other extracurricular activities by homeless students. Board-approved administrative regulations should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 15: Approved board policies relating to accessing participation in interscholastic sports or other extracurricular activities by homeless students. Board-approved policies should reflect most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### Extracurricular Activities

Abbreviation: ExtraAct

Description: Sample of documentation that demonstrates that homeless student has been deemed to play sports or participate in extracurricular activities, as defined in *EC* Section 49010(a)

Item Instructions: Extracurricular activities may include, but not limited to, clubs, afterschool programs, tutoring, intramural sports, etc.

Related Items: HE 15

## VII. Teaching and Learning

### HE 16: Immediate Enrollment and Obtaining Records

1. The LEA must immediately enroll the homeless child or youth, even if the child or youth:
	* 1. Is unable to produce records normally required for enrollment, including immunization records.
		(42 U.S.C. Section 11432[g][3][C][i][l]; *EC* Sections 48850[a][3][A]; 48852.7[c][3])
		2. Has missed application or enrollment deadlines during any period of homelessness. (42 U.S.C. Section 11432[g][3][C][i][II])
		3. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or does not have clothing normally required by the school, such as school uniforms.
		(42 U.S.C. Section 11432[g][1][I]; *EC* Section 48852.7[c][3])
	1. The enrolling school must immediately refer parents, guardians or unaccompanied youth to the LEA liaison to assist them in obtaining necessary immunization or other required health records.
	(42 U.S.C. Section 11432[g][3][C][iii])
	2. The LEA shall maintain student records for each homeless child or youth so that the records are available when a child or youth enters a new school or school district. (42 U.S.C. Section 11432[g][3][D])
	3. The LEA shall treat information about a homeless child’s or youth’s living situation as a student education record, which shall not be deemed to be directory information, and shall not be released absent written consent. This would include not disclosing the homeless student’s address.
	(42 U.S.C. Section 11432[g][3][G]; *EC* Section 49073[c])

#### Evidence Requests

##### Immunization Flyers and/or Services Offered

Abbreviation: ImnztnFlrsSrvcsOfrd

Description: Flyers and/or services offered to homeless students as it relates to immunizations, Tdap, or other medical referrals.

Item Instructions: HE 16: Samples of flyers and/or services offered to homeless parents/guardians regarding obtaining immunizations or other health records needed for enrollment.

Related Items: HE 03, HE 16

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 16: Board-adopted administrative regulations relating to homeless education implementation and immediate enrollment. Board-approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 16: Approved board policies relating to homeless education implementation and enrollment. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Developed Registration Form and Student Attendance Record for Immediate Enrollment

Abbreviation: LEADvlpdRgstrtnFrmStdntAttnRcrdImmdtEnrllmnt

Description: A sample of the LEA's registration form, intake and/or enrollment form(s) for homeless students. This might include a housing questionnaire or other enrollment form used to identify homeless students and student attendance record with start date of the student that shows immediate enrollment.

Item Instructions: HE 16: Completed registration forms, questionnaires, and/or intake forms for homeless students indicating school of origin availability and/or obtaining immunizations. A student attendance record that shows student start date. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 16

##### Referrals for Comparable Services Given to Homeless Children, Youths, and their Families within the LEA, County or Community

Abbreviation: RfrlsGvnHmlsYthFmlsCmmtyCnty Description: Documentation, such as but not limited to completed referral forms and communication for transportation, nutrition services, expanded learning and/or tutoring, and other services for homeless students.

Item Instructions: HE 16: Documentation, such as but not limited to completed referral forms and communication demonstrating support for immunizations, other health records, arranging for transportation, referrals for nutrition services, expanded learning and/or tutoring. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 03, HE 16

### HE 17: Coursework, Credits, and Graduation Requirements

1. When a homeless student transfers into another LEA, the LEA shall:
	* 1. Accept and issue full credit for any coursework that the student has satisfactory completed and shall not require the student to retake the course. (42 U.S.C. Section 11432[g][1][F][ii]; *EC* Section 51225.2)
		2. Issue partial credit for any coursework when the student did not complete the entire course and allow the student to take the uncompleted portion.
		(42 U.S.C. Section 11432[g][1][F][ii]; *EC* Section 51225.2)

17.1 When a homeless student who has completed his/her second year of high school transfers to another high school, he/she shall be:

* + 1. Exempt from that district-established graduation requirements, unless the LEA finds that the student is reasonably able to complete the requirements and graduate by the end of the fourth year.
		(*EC* Section 51225.1[a])
		2. Notified by the LEA, along with educational rights’ holder, within 30 calendar days, of the availability of the exemption and whether the student qualifies for it. (*EC* Section 51225.1[d][2])

#### Evidence Requests

##### Coursework, Credits, and Graduation Requirements

Abbreviation: CrswkCrdtGrad

Description: Sample of homeless student’s evaluation of coursework, credits, and graduation requirements and/or notification of exemption.

Item Instructions:

Related Items: HE 17

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 17: Board-adopted administrative regulations relating to coursework, credits, and graduation requirements for homeless children and youths. Board-approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 17: Approved board policies relating to coursework, credits, and graduation requirements for homeless children and youths. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Sample of Student-Level Tracking System Showing Coursework Evaluation of the Homeless Children and Youths’ Credits

Abbreviation: SmplStdntLvlTrckingCrswrkEval

Description: Sample of student-level tracking system showing how the LEA monitors and tracks educational services provided to homeless children and youths related to coursework evaluation and graduation completion.

Item Instructions: HE 17: Sample of student-level tracking system demonstrating evaluation of a homeless child’s or youth’s coursework, credits, and graduation requirements. For privacy purposes, please redact students' names and any identifier.

Related Items: HE 17

### HE 18: Housing Questionnaire

1. The LEA shall administer a housing questionnaire for purposes of identifying homeless children and youths and unaccompanied youths, in accordance to with the federal McKinney-Vento Homeless Assistance Act (*EC* Section 48851[a])
	1. The LEA shall ensure that the housing questionnaire is based on best practices developed by the California Department of Education. (*EC* Section 48851[b] and *EC* Section 48852.5)
	2. The Housing Questionnaire shall include an explanation of the rights and protections and shall be available in paper form. (*EC* Section 48851[b][1]).
	3. The LEA shall annually provide the housing questionnaire to all parents, guardians, and unaccompanied youths of the LEA in the primary language of the parent, guardian or unaccompanied youth. (*EC* Section 48851[b][2] and [3])
	4. The LEA shall collect and report data annually from the housing questionnaires to the California Department of Education for the number of homeless children and youths and unaccompanied youths enrolled. (*EC* Section 48851[b][4])

#### Evidence Requests

##### LEA Administrative Regulations

Abbreviation: LEAAdmnstrtvRgltns

Description: Documents from the current year.

Item Instructions: HE 18: Board-adopted administrative regulations relating to annually administering a housing questionnaire for purposes of identifying homeless children and youths and unaccompanied youths. Board approved administrative regulations should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 14, HE 15, HE 16, HE 17, HE 18

##### LEA Board Policy

Abbreviation: LEABrdPlcy

Description: Documents from the current year.

Item Instructions: HE 18: Approved board policies relating to annually administering a housing questionnaire for purposes of identifying homeless children and youths and unaccompanied youths. Board-approved policies should reflect the most recent federal and state legislation pertaining to homeless education.

Related Items: HE 01, HE 02, HE 03, HE 05, HE 12, HE 13, HE 14, HE 15, HE 16, HE 17, HE 18

##### Housing Questionnaire Sample

Abbreviation: HQSmpl

Description: Sample of the housing questionnaire that the LEA administers to all students in the LEA, at least annually.

Item Instructions: HE 18: A completed housing questionnaire, screenshot from the student information system’s (SIS) parent portal, which is administered to all students and aligns to the best practices developed by the California Department of Education, including the rights and protections for homeless children and youths. The completed housing questionnaire, for privacy purposes, please redact students' names and any identifier. Documentation of when and how the housing questionnaire is administered at least annually.

Related Items: HE 18

##### Housing Questionnaire Hard Copy Availability

Abbreviation: HQHrdCpyAval

Description: Notification indicating that the Housing Questionnaire is available in hard copy.

Item Instructions:

Related Items: HE 18