



CHECKLIST FOR LOCAL EDUCATIONAL AGENCY (LEA) SERVICES TO CHILDREN AND YOUTH IN HOMELESS AND HIGHLY MOBILE SITUATIONS

Services to homeless children are required by all Local Educational Agencies (LEAs) in the No Child Left Behind Act, and are primarily found under the requirements of the McKinney-Vento Homeless Education Assistance Act of 2001 (Title X, Part C No Child Left Behind Act) and under Title I. The minimal requirements for services to homeless children and youth from both of these sections of the law are included in this checklist. LEAs receiving Title I, Part A funds for any fiscal year must have a Homeless Education Plan with a description of the services the LEA will provide homeless children, including the services provided with funds reserved under Title I, Part A Sec. 1113.

The following checklist may help LEAs develop the required Homeless Education Plan and coordinating their services with the McKinney-Vento Homeless Education Assistance Act of 2001 as required. Items appearing in *bold italics* are identified in the law as duties of the LEA homeless liaison.

*Provision met
by LEA*

Title I or McKinney – Vento Act Provision

Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E):

- Yes No 1. A child or youth who is homeless and is attending any school in the LEA is automatically eligible for Title I services, regardless of their current academic performance.

McKinney-Vento Homeless Education Assistance Act, Sec. 722(g); 42 U.S.C. 11432(g):

◆ POLICIES AND PROCEDURES

- Yes No 2. LEAs must develop, review, and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations. Students

must enroll in, and have full and equal opportunity to succeed in, the schools of the LEA.

- Yes No
3. LEAs must adopt policies and practices to ensure that homeless children and youth are not segregated or stigmatized on the basis of their status as homeless. Schools must not provide services in settings within a school that segregate homeless children and youth from other children and youth, except as is necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services.

◆ **NOTIFICATION OF STUDENTS' EDUCATIONAL RIGHTS**

- Yes No
4. *The LEA liaison shall ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act.*

◆ **LEA HOMELESS LIAISON**

- Yes No
5. LEAs must designate an appropriate staff person as a local educational agency liaison for students in homeless situations. This person may also be a coordinator for other federal programs.

- Yes No
- a. LEA staff position that has been designated as the liaison for students in homeless situations (only one position may be identified):
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- Yes No
- b. LEA is strongly encouraged to supply the contact information for the homeless liaison on the Texas liaison database.

The Texas Homeless Education Office (THEO) is responsible for maintaining the list of homeless liaisons designated by the LEAs in Texas. Each LEA may register the designated liaison by filling out the Liaison Information Form online at the THEO website directory page—

<http://www.utdanacenter.org/theo/directory.html>

—or directly into the liaison database at

<http://146.6.112.113/theodb/liaisondata.html>

Registration on the THEO database will give the liaison access to regular updates on homeless education issues, including changes in the law, best practices, trainings, conferences, and other resources.

- Yes No
6. LEAs must inform school personnel, service providers, and advocates who work with families in homeless situations of the duties of the LEA homeless liaison.

- Yes No 7. ***The LEA liaison shall ensure that children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.***

◆ **ENROLLMENT-RELATED ISSUES**

- Yes No 8. LEAs must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term “enroll” is defined as attending classes and participating fully in school activities.
- Yes No 9. LEAs must enroll a homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend, or in their school of origin.
- Yes No 10. LEAs must keep homeless students in their schools of origin, to the extent feasible, unless it is against the parent or guardian’s wishes. Students are permitted to remain in their schools of origin for the duration of their homelessness or until the end of any academic year in which they move into permanent housing. “School of Origin” is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Yes No 11. LEAs must provide transportation to the school of origin, at the request of the parent or guardian, or, in the case of an unaccompanied youth, at the request of the district’s homeless liaison. *(Title I funds may NOT be used for this purpose.) The LEA liaison shall ensure that parents and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.*
- Yes No 12. ***Liaisons must help unaccompanied youth choose and enroll in a school, after considering the youths’ wishes, and provide youth with notice of their right to appeal an enrollment decision that is not their choice. Liaisons must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.***
- Yes No 13. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent, or guardian shall be referred to the LEA liaison, ***who shall carry out the dispute resolution process as expeditiously as possible in accordance with the Enrollment Disputes section of the McKinney-Vento Act after receiving notice of the dispute.***
- Yes No 14. A school must provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by a parent or guardian, or,

in the case of an unaccompanied youth, at the request of the district's homeless liaison. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

- Yes No 15. Enrolling schools must obtain school records from the previous school. Students must be enrolled in school while records are obtained.
- Yes No 16. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and in a manner consistent with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).
- Yes No 17. If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the LEA liaison, ***who shall assist in obtaining immunizations or immunization or medical records.*** Students must be enrolled in school in the interim.

◆ **COORDINATION REQUIREMENTS**

- Yes No 18. The LEA shall coordinate the provision of services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless. This coordination shall be designed to ensure that homeless children and youths have access and reasonable proximity to available education and related support services (such as referrals to health, mental health, dental, and other appropriate services), and to raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
- Yes No 19. If applicable, each LEA shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youths who become homeless.
- Yes No 20. ***Liaisons must collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.***

◆ **COMPARABLE SERVICES**

- Yes No 21. Each homeless child or youth to be assisted shall be provided services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meet the eligibility criteria (Title I, Head Start, Even Start, pre-school, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

◆ **PARENTAL/GUARDIAN INVOLVEMENT**

- Yes No 22. *The LEA liaison must inform parents or guardians of educational and related opportunities available to their children and provide them with meaningful opportunities to participate in the education of their children.*

◆ **TITLE I, PART A, SET-ASIDES**

Title I of the Elementary and Secondary Education Act, Sec. 1112(b)(1)(O):

The plan shall include a description of the services the local educational agency will provide homeless children, **including the services provided with funds reserved under Title I, Part A Sec. 1113.**

23. The following items described in the Homeless Education Plan above will be paid for with funds reserved under Title I, Part A:

- | | | | |
|----------------------------------|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Item #1 | <input type="checkbox"/> Item #7 | <input type="checkbox"/> Item #12 | <input type="checkbox"/> Item #18 |
| <input type="checkbox"/> Item #2 | <input type="checkbox"/> Item #8 | <input type="checkbox"/> Item #13 | <input type="checkbox"/> Item #19 |
| <input type="checkbox"/> Item #3 | <input type="checkbox"/> Item #9 | <input type="checkbox"/> Item #14 | <input type="checkbox"/> Item #20 |
| <input type="checkbox"/> Item #4 | <input type="checkbox"/> Item #10 | <input type="checkbox"/> Item #15 | <input type="checkbox"/> Item #21 |
| <input type="checkbox"/> Item #5 | Item #11 | <input type="checkbox"/> Item #16 | <input type="checkbox"/> Item #22 |
| <input type="checkbox"/> Item #6 | <i>Not applicable;
see instructions</i> | <input type="checkbox"/> Item #17 | |

Title I of the Elementary and Secondary Education Act, Sec. 1113(c)(3)(A):

Before allocating funds, an LEA shall reserve funds as necessary to provide services comparable to those provided to children in Title I, Part A schools to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live.

24. Amount of funds reserved by the LEA under Title I, Part A for services to children and youth in homeless situations: \$ _____.

Please describe briefly the rationale or calculation method used to arrive at this set-aside amount: _____

_____.