Unaccompanied Youth Status Template

This document, developed by the Texas Homeless Education Office (THEO), is intended to assist districts in collecting and reporting information necessary for both PEIMS reporting and compliance with the McKinney-Vento Act regarding homeless, unaccompanied students. This document itself is not a form or instrument that can be used to collect this information. However, it does contain a sample template that can be taken and modified by districts if they want to use stand-alone forms to collect this information.

This is not intended as a resource explaining the McKinney-Vento Act or the education of homeless, unaccompanied students. THEO has a website with extensive resources regarding the McKinney-Vento Act, the identification and education of children and youth experiencing homelessness, and federal and state requirements pertaining to the education of children and youth experiencing homelessness:
> http://www.utdanacenter.org/theo/

There is also a toll-free number for anyone with a question about either a specific situation regarding a homeless, unaccompanied student or a more general aspect of the education of children and youth experiencing homelessness:
> http://www.theotx.org/

There is also a toll-free number for anyone with a question about either a specific situation regarding a homeless student or a more general aspect of the education of children and youth experiencing homelessness:
> 1-800-446-3142

To access the Texas Education Data Standards, go to
> https://www.texasstudentdatasystem.org/TSDS/TEDS/Texas_Education_Data_Standards/

To access the *Homeless and Unaccompanied Youth Status Indicators Frequently Asked Questions* document, go to
http://www.theotx.org/wp-content/uploads/2016/02/TSDS_PEIMS_Homeless_Unaccompanied_FAQ_2017.pdf

Sample Template

In order to help districts collect the required unaccompanied youth status information, THEO has prepared a sample template. This sample is only meant to be an example of how a district might combine various components into a form that could collect the required information. This is not a mandated form—it is an example prepared for a hypothetical school district to serve as a starting point for districts. Likewise, there is no requirement that the respective information must be collected on a separate form—a form could be created that would combine the necessary components to make determinations about both homeless and unaccompanied youth status.

There is no mandate to create separate, stand alone forms to collect any of this information. It might be possible to incorporate various components into the forms that a district already uses. Regardless of how it's done, this homeless and unaccompanied youth information **must be collected** and **reported,** and districts **must be able to show** that they collect this information.

Because districts collect a massive amount of information during the enrollment process, it is important to avoid asking for duplicate or redundant information. There is no way for THEO to know what information might be redundant for which district or the best way to create one form that will work for every single campus and district across the state.

The purpose of any stand-alone form for collecting this information is two-fold—such forms are used for collecting information and then, once completed, are used to facilitate data entry. The design of such forms must balance the needs of parents and students who are providing the information with those of data-entry staff who must take the completed forms and enter the data into a computer. When determining how to collect the required information, it is important to keep both purposes in mind--collecting the information and entering that information into a computer.

There are too many variables specific to each district and campus and too many subjective factors for one form to serve the needs of everyone. Some design components will depend on the district's student data software, local policies, or other forms that are already being used. Other design components will depend entirely on subjective, personal preferences—underscores or boxes, thin or thick lines, last name first or vice versa. This template is intended to help districts get started in designing their own forms, not to be the "last word" in the SRQ process. For example, the fonts might be reduced and the placement of items altered so that the information fits on fewer pages.

The information on this form is required to meet The Education for Homeless Children and Youth (EHCY) program, authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), also known as the McKinney-Vento Act.

Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. Texas Education Code Sec. 25.002(3)(d).

Today's Date:	
School:	
Last Name:	
First Name:	
Middle Name:	
Student Identification (ID) Number (NOT the Social Security #):	
Birth Date *(MM/DD/YYYY)*:	
Grade:	

"X" all boxes below that best describe the student's situation, leave those blank that do not.

If **none** of the statements in 1 – 4 are marked, then either item 5 or 6 or must be "Xed". If item 5 or 6 is "Xed", then none of the items in 1 – 4 describe the student's situation.

	1. Student lives with one parent or both parents every day of the school year (C192=3)
	2. Student lives with a legal guardian every day of the school year (C192=3) *Note: A legal guardian is appointed by a court*
	3. Student is not eligible for special education services and is 21 or older on September 1 of the applicable school year (C192=3)
	4. Student is eligible for special education services and is 22 or older on September 1 of the applicable school year (C192=3)

OR

Do not "X" this box if any item above is "Xed"

	5. Student is under 21 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=4)
	6. Student is eligible for special education services and is under 22 on September 1 of the applicable school year and does not live with a parent or legal guardian (C192=4)