

IUSD Aeries Procedures – Homeless Students

CODING HOMELESS STUDENTS

From the Student Data Screen, get the student. Then select the **Programs** button.

The screenshot shows the 'Students' application window for the 2008-2009 school year at Irvine Control School. The student profile for 'Doe, Lotsa' is displayed. The 'Programs' button in the bottom navigation bar is highlighted with a red arrow.

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
000040	Doe	Lotsa			900080001	F	7	6/18/1996	12

Buttons at the bottom: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete, UpdATT), Print Preview (Print, eXit), OTHER (Reports).

The following screen will display (Special Programs – PGM table).

The screenshot shows the 'Special Programs (PGM table)' application window for the 2008-2009 school year at Irvine Control School. The PGM table is currently empty, showing only the '<<Add New>>' button.

Code	Description	Yrs In Prgm	Hours	Services Recvd
<<Add New>>		0	0	

Buttons at the bottom: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), Print Preview (Print, eXit), OTHER.

ENTER HOMELESS CODE

Select one of the following Homeless codes from the drop down list (code) based on what the parents indicated on the McKinney-Vento Homeless Assistance Act Verification Form.

- HP1 - Homeless/Shelters
- HP2 - Homeless/Doubled-up
- HP3 - Homeless/Unsheltered
- HP4 - Homeless/Hotel/Motel

The screenshot shows the 'Special Programs (PGM table)' window for student 40 Doe, Lotsa at Irvine Control School. The 'Code' dropdown menu is open, showing a list of options including HP1 (Homeless / Shelters), HP2 (Homeless / Doubled Up), HP3 (Homeless / Unsheltered), and HP4 (Homeless / Hotel or Motel). The HP1 option is currently selected. The 'Yrs In Prgm' and 'Hours' fields are both set to 0. The 'Services Recvd' dropdown is also visible.

ENTER PROGRAM START DATE

Enter the Program Start Date (**PrgStartDate**) for the student was identified as homeless. Also enter the identifying school.

This screenshot shows the same window as above, but with the 'Prg StartDate' field set to 12/25/2010 and the 'School' dropdown menu set to 'Irvine Control School'. Two arrows point from the text above to these specific fields. The 'Elg StartDate', 'Elg End Date', 'Status', 'Enter Grd', and 'Setting' fields are also visible and currently empty or set to 0.

COMMENTS You may use the comment memo field to add any additional information regarding the student's homeless situation.

SAVE THE RECORD Once you have added the Code, Date, and any Comments, select the **Enter Key** on the keyboard to save the record.

SERVICES RECEIVED Services the student have been offered will be entered by **District Office personnel only**.

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
2	Last	Student	A	007151421	13	M	8			

Code	Description	Yrs In Prgm	Hours	Services Recvd	Select Record to Display...
HP1	Homeless / Shelters	0	0		<<Add New>>
250	AFDC				Homeless Children
251	Shortened data programs				Homeless Children
252	Tutoring				Homeless Children
HS1	Food/Nutrition Services Offered				Homeless Children
HS2	FRC Services Offered				Homeless Children
HS3	Backpack / School Supplies				Homeless Children
HS4	Transportation				Homeless Children
HS5	Clothing Referral Offered				Homeless Children

EXAMPLE The following is an example of a completed record.

Special Programs (PGM table)

2007-2008 Las Flores Middle School 1/17/2008

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
2	Last	Student	A	007151421	13	M	8			

Code	Description	Yrs In Prgm	Hours	Services Recvd	Select Record to Display...
HP1	Homeless / Shelters	0	0	HS1	<<Add New>>
				HS3	
				HS5	
					HP1 Homeless / Shelters 01/18/2008

School: Las Flores Middle School

Comments: In temporary shelter due to fire.

NOTE: Students who have been identified as homeless will remain coded as such the entire school year.

NEXT SCHOOL YEAR Each year the students will receive the MKVH Verification Form during registration to verify that the circumstances of their living situation.

Any existing Homeless records would be carried forward from the previous year.

At this time all new students will be identified and a record will need to be added. If the student is no longer in a homeless situation, select the Homeless record from the prior school year. **Enter a Program End Date** for the record.