



Irvine Unified School District
McKinney-Vento Homeless Assistance Act

Aeries Procedures – Homeless Student

**CODING
HOMELESS
STUDENTS**

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

The screenshot shows the 'Students' window for the 2008-2009 school year at Irvine Control School. The 'Basic Student Data (STU)' tab is active. The student's name is Doe, Lotsa, with a birthdate of 6/18/1996. The 'Programs' button is highlighted in the bottom section of the window.

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

Parent/Guardian	Area/Telephone	Fathers Work	Extn	Mothers Work	Extn	Name/Addr Ver
Homer/Marge Simpson	(949) 555-1212					

Mailing Address	City	State	Zipcode/Extn	GridCd	Interdist Transfer / District
200 Abbotswood Cr	Irvine	CA	92604	D1001	

Residence Address	City	State	Zipcode/Extn	Schl Enter Dt	Dist Enter Dt	Leave Date	Tag
200 Abbotswood Cr	Irvine	CA	92604	01/28/2009	01/28/2009		

Counselor Number/Name	Locker	Res Schl	LastSchl	NextSchl	NextGrd	NextTch
0 Unassigned		650	0	900	8	0

CorrLng	Hm Lng	LangFlu	Prog	AttPgm1	AttPgm2	EthCd	SchedGrp	Rcd Rel	ParEd
						Multi			

User1	User2	User3	Gate	User5	User6	PS	User8	MG	Sarb	Msg	Family#	S/M	D/M
											9983	8	8

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	7 Tests	8 Fees	9 Assessmnt	0 Counseling	E SpecEd	H Lang	I Interventions	S Programs

J Classes	K Grades	L Transcript	M Misc	N CrsAttend	O College	I GATE	Q DST Info

LOCATE: Backward, Get, Forward
UPDATE: Add, Change, Delete, UpdATT
Print Preview: Print, eXit, Reports

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

The screenshot shows the 'Special Programs (PGM table)' window for the 2008-2009 school year at Irvine Control School. The student's name is Doe, Lotsa, with a birthdate of 6/18/1996. The 'PGM table' is displayed, showing the student's enrollment in various programs.

Code	Description	Yrs In Prgm	Hours	Services Recvd
		0	0	

Elg StartDate	Elg End Date	Status	Enter Grd	Setting
			0	

Prg StartDate	Prg End Date	Exit Reasn	Outcome

Training Type	Disadvn Status	Auth Release Info

School: [Dropdown]
Comments: [Text Area]

Record: 1 of 1

Red Flag

LOCATE: Backward, Get, Forward
UPDATE: Add, Change, Delete
Print Preview: Print, eXit

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 the 2008-2009 school year at Irvine Control School. The student's information is displayed at the top: Stu# 40, Last Name Doe, First Name Lotsa, Middle Name, Perm ID No. 900080001, Age 12, Sex F, Grade 7, Prog, Trk, and Status. Below this, a table lists various program codes and descriptions. The 'HP1 Homeless / Shelters' code is selected and highlighted in yellow. Other codes include 167 Educational Options: Smaller Learning Community, 168 Educational Options: Specialized Secondary Program, 169 Educational Options: Thematic School or Program, and 170 Educational Options: Independent Study - Part Time. The 'Services Recvd' column is empty. A 'Comments' section is at the bottom left, and a 'Select Record to Display...' section is on the right. The bottom of the window has buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'Print', and 'eXit'.

ENTER PROGRAM START DATE

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

This screenshot shows the same 'Special Programs (PGM table)' window, but with additional fields filled out. The 'HP1 Homeless / Shelters' code is still selected. The 'Elg StartDate' field is empty, and the 'Elg End Date' field is empty. The 'Prg StartDate' field is filled with '12/25/2010'. The 'Prg End Date' field is empty. The 'Exit Reason' field is empty, and the 'Outcome' field is empty. The 'Training Type' field is empty, and the 'Disadvan Status' field is empty. The 'Auth Release Info' field is empty. The 'School' field is filled with 'Irvine Control School'. The 'Comments' section is at the bottom left, and a 'Records' section is at the bottom right.

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 that the students 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 Rcvd	Select Record to Display...
HP1	Homeless / Shelters	0	0		<<Add New>>

Elg StartDate	Elg End Date	Status	Enter Grd	Setting
			0	

Prg StartDate	Prg End Date	Exit Reasn	Outcome
1/18/2008			

Training Type	Disadvan Status	Auth Release Info

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
HP1	Homeless / Shelters	0	0	HS1
Eig StartDate	Eig End Date	Status	Enter Grd	Setting
			0	
Prg StartDate	Prg End Date	Exit Reasn	Outcome	
1/18/2008				
Training Type	Disadvn Status	Auth Release Info		
School				
Las Flores Middle School				
Comments				
In temporary shelter due to fire.				

Select Record to Display...		
<<Add New>>		
HP1	Homeless / Shelters	01/18/2008

NOTE:

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

**NEXT SCHOOL
YEAR**

Each year the students will receive the MKVH Verification Form during registration to verify 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.