

ROE 26 LEA Homeless Liaison Training

FY 2008

RECOGNIZING & ASSISTING HOMELESS STUDENTS: WHAT EVERY ADMINISTRATOR NEEDS TO KNOW

Checklist:

- If your district has board policy providing for the education of homeless children and youth please provide a copy of that policy. If they do not have policy regarding homeless children and youth please formulate proposed policy that you will present to the board.
- Who is the LEA Homeless Liaison for your district and what is their contact information, including e-mail?
- Is the appropriate individual named as the LEA Homeless Liaison on the Title I application for your district?
- Does your district have a plan for serving homeless children and youth and have they established Title I Set Aside for providing for this population? What is the plan?
- Does your district have a Pre-K program? If so please provide information to Pre-K staff on the rights and needs of homeless children and submit plan for addressing the needs of this population.
- Does your district provide free and reduced lunch to homeless children and youth? Please provide sample of form used.
- Provide plan for identifying homeless children and youth within your district.
- In conjunction with your district LEA Homeless Liaison provide a plan for creating awareness in your district as to the rights and needs of homeless children and youth. *This can be the development of an in-service program or the distribution of information and tip sheets to district personnel, including administrative, teaching, counseling, health care, secretarial and enrolling staff, transportation and food service staff, etc.*
- Contact directors of shelter located within your community and develop a plan for communication between shelter and school personnel. Please submit a copy of that plan and as well as a list of shelters along with contact information. *Often schools are not aware of homeless children and youth but through communication with shelters students can benefit!*
- Post McKinney-Vento posters in appropriately in district buildings.