

# Local District Monitoring Document

## McKinney-Vento Homeless Education of Children and Youth

District Name: \_\_\_\_\_

Liaison's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

District Superintendent: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The Illinois State Board of Education is responsible for the administration and supervision of all McKinney-Vento programs, whether or not district receives funds under Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act. The purpose of this assessment is to monitor regulatory compliance of educational services to homeless children and youth in the district/service area.

Regulatory Compliance NCLB (2001) title x, part c: McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B	Comments/Details	Compliance Status	
<b>Liaison:</b> Do you have a trained District homeless liaison?		Yes	No
Date of last training.			
<b>Liaison Duties:</b> Are homeless students enrolled immediately?			
Explain how you go about enrolling students.			
Explain how you determine the services a student needs.			
Explain protocol with the parents.			
Are posters and brochures displayed?			
Have you trained any of your staff? How? When? Please provide names of trainees.			

<b>Regulatory Compliance</b> <b>NCLB (2001) Title X, Part C: McKinney-Vento</b> <b>Homeless Assistance Act, Title VII, Subtitle B</b>	<b>Comments/Details</b>	<b>Compliance/Service</b>	
		<b>YES</b>	<b>NO</b>
<b>Identification and Reporting</b>			
1. Who enters data into the Student Information System? Is it entered monthly, weekly, as needed?			
2. How do you check to ensure accuracy?			
3. Have you or the data entry person had training from ISBE?			
4. Do you need training?			
<b>Student Rights: Homeless Children and youth rights</b>			
Please describe how you assure these responsibilities to a homeless student are fulfilled.			
1. Enroll immediately			
2. Enroll without all necessary documents			
3. Enroll in Free Lunch program			
4. Have all allowable fees waived			
5. Have assistance to obtain necessary records			
6. Attend the school of origin			
<b>Transportation: In district or out of district</b>			
1. Do you have any homeless students for whom you are providing transportation?			
2. Have you made special arrangements for the students for whom you are providing transportation?			
<b>Dispute Resolution</b>			
1. Have you had a Dispute Resolution in your district?			
2. Are homeless students enrolled in school pending the resolution outcome?			

<b>Regulatory Compliance</b> <b>NCLB (2001) Title X, Part C: McKinney-Vento</b> <b>Homeless Assistance Act, Title VII, Subtitle B</b>	<b>Comments/Details</b>	<b>Compliance</b> <b>Service</b>
---	-------------------------	-------------------------------------

Please preview your *enrollment documents and board policies* to ensure there are no barriers for homeless students.  
Please have copies available for the monitoring visit.

<b>Policies and Procedures</b> Written policies and procedures protecting the rights of homeless students are included:		Yes	No
1. In the school board policy			
2. In enrollment documents			
3. In handbook, website, staff handbook, etc.			
<b>Title I; Part A</b>		Yes	No
1. How much is your districts set-aside for homeless students?			
2. How did you determine this amount?			
3. How much have you used this school year? For what purpose?			
<b>Coordination with Community</b> 1. Describe your relationship(s) with community organizations/agencies.		Yes	No

\_\_\_\_\_  
Name of Superintendent or Authorized Official      Print

\_\_\_\_\_  
Name of Superintendent or Authorized Official Signature      Date

\_\_\_\_\_  
Local Liaison      Print

\_\_\_\_\_  
Local Liaison      Signature      Date

\_\_\_\_\_  
Name of attendee      Print

\_\_\_\_\_  
Signature of attendee      Date

\_\_\_\_\_  
Name of attendee      Print

\_\_\_\_\_  
Signature of attendee      Date