**Illinois State Board of Education Instructions: Complete and submit by \_, to**

**McKinney-Vento Homeless Education Checklist**

**, Lead Area Liaison, Area \_**

**McKinney-Vento Homeless Education Program**

**ROE**

Regional Grant Recipient: ROE #

Mailing Address: Street, City, State, Zip

Regional Liaison Name:

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| --- | --- | --- |
| **McKinney-Vento Compliance** | **YES** | **NO** |
| The RL has developed procedures/guidelines for identifying and enrolling homeless children/youth. |  |  |
| The RL has developed a process to reimburse school districts and other eligible applicants. |  |  |
| The RL maintains a current list of the LEA homeless liaisons and their contact information. |  |  |
| Adequate posters and other MK-V materials are provided to LEAs and agencies upon request. |  |  |
| School district policies, including websites are reviewed to determine if adequate and up-to-date information is  available to families regarding their rights under MK-V Homeless Education law. |  |  |
| An annual needs assessment is distributed to the region’s LEAs and analyzed by the RL. |  |  |
| A current list of preschool programs available in the regional is maintained. |  |  |
| Documentation of all professional development and technical assistance trainings provided for new homeless  liaisons, and experienced homeless liaisons is available. (sign-in sheets) |  |  |
| LEA preschool directors/administrators are included in professional development and technical assistance trainings. (sign-in sheets) |  |  |
| LEA enrollment staff receives training on identifying students (preschool through grade 12), immediate  enrollment, transportation needs, and fee and/or reduced meals. |  |  |
| Preapproval from ISBE for conference attendance and professional development activities paid for from MK-V  funds is obtained. |  |  |
| The RL participates in quarterly sub-grant meetings and ISBE required activities paid for from MK-V funds |  |  |
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| The RL conducts monitoring visits and/or desk audits of local liaisons during the grant period. |  |  |
| Copies of the completed local district monitoring tool are available upon request. |  |  |
| Homeless data is provided to the RL from the Student Information System (SIS) is analyzed. |  |  |
| The RL analyzes MK-V student demographics, attendance, and academic achievement (student growth) data to  assess program effectiveness. |  |  |
| The RL provides training to local liaisons in SIS data reporting, emphasizing the importance of entering the homeless data accurately. This includes preschool data. |  |  |
| The RL makes sure a written process for the prompt resolution of disputes regarding educational placement of  homeless students is provided to parents or youth. |  |  |
| A current listing of ROE appointed and MK-V trained Ombudspersons and contact information is available. |  |  |
| Equal access to pre-school students, students with disabilities, and unaccompanied youth is mandated. |  |  |
| A procedure to ensure that preschool children are placed in a local preschool program is available. |  |  |
| The RL attends Continuum of Care (CoC) meetings. A list of Continuums of Care is maintained by the RL. |  |  |
| **Comments:** |  |  |

**Comments:**

I certify that I have been given a copy of the monitoring visit and agree with the findings:

Regional Liaison (Print) Signature of Regional Liaison Date

Lead Area Liaison (Print) Signature of Lead Area Liaison Date

Other attendees (please print and sign your name below):

Name of attendee (Print) Signature of attendee Position of attendee Date

Name of attendee (Print) Signature of attendee Position of attendee Date

Name of attendee (Print) Signature of attendee Position of attendee Date

Name of attendee (Print) Signature of attendee Position of attendee Date