**Homeless Education Program/Liaison Monthly Calendar – Sample
(Please adapt to meet the needs/resources of your district)**

**Late Spring/Summer Months:**

Make sure housing surveys are in registration packets for all students

* Order educational rights posters from National Center for Homeless Education [(NCHE)](https://nchehelpline.org/) for your school
* Order materials for staff professional development or parents from [NCHE](https://nchehelpline.org/)
* Consult with your administrator about Title I-A Homeless set-aside amounts and create budget
* Estimate school supplies needed and distribution processes
* Renew or establish new possible local partners and update MOUs
* Update Homeless Ed. Program website

 **August:**

* Review Night-time Residency forms and verify/identify new students upon enrollment
* Review Night-time Residency forms for previously identified students to determine if they are still eligible
* Ensure that students are coded correctly in the student management system to upload correctly to ISEE
* Contact Social Services, Public Health, and/or other organizations to update contact information for referrals or schedule mobile services to schools
* Make sure student rights posters are placed in the schools – elementary & secondary, at your social services agencies, public health, food bank, and/or other agencies that may provide services to families
* Provide annual MV/Homeless Ed. training to all staff
	+ Strategies to identify and support students
	+ MV definition
	+ Services available to students
	+ Staff referral process
* Meet with transportation department and school secretaries and provide information about identifying students.
* Provide food service staff of list of identified students with their eligibility dates – update as needed
* Review your Title I Homeless set-asides budget amount and plan appropriately

**September:**

* Ensure that all identified McKinney Vento students participate in district benchmark/universal screening assessments.
* Review assessment data for homeless students. Identify and set up system for regular monitoring/check-in with students for **A**bsences, **B**ehavior, **C**oursework, and/or **P**hysical needs as appropriate.
* Refer students to appropriate educational services as needed.

**October:**

* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs)
* Plan for winter needs
* Verify data for Homeless student data submission for ISEE upload in early October. *(All past year students who are no longer eligible should be removed by this upload)*
* Support seniors with FAFSA and college/career planning

**November:**

* [National Homeless Youth Awareness Month](https://www.nctsn.org/resources/public-awareness/national-homeless-youth-awareness-month) activities
* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs)

**December/January:**

* Make sure that all McKinney Vento students are tested for midyear universal screening/progress monitoring following your district assessment plan.
* Review benchmark data for identified students – Look for patterns in **A**bsences, **B**ehavior, **C**oursework
* Review and revise monitoring/check-in plan as needed based on new data
* Review Title I Homeless set-asides expenditures and forecast additional needs. Modify in the CSFGA as needed.
* Send out Night-time Residency forms to update records and identify additional students

 **February:**

* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs)
* ISAT Testing: Make sure students attend during testing window

 **March:**

* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs
* ISAT Testing: Make sure students attend during testing window

**April:**

* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs)
* Review Title I Homeless set-aside funds expenditures
* Complete or provide input for Homeless Ed. Program Needs Assessment
* Title I Homeless set-aside amount and description is included in the Consolidated State Federal Grant Application (CSFGA)

**May:**

* Review/meet needs of graduating seniors
* Support students who may be transferring to new schools, i.e. middle to high school
* Monthly monitoring/check-in of identified students (**A**bsences, **B**ehavior, **C**oursework, **P**hysical needs)
* Make sure that all students attend during testing window for end of year assessments
* Review end of the year academic, behavior, and coursework data for MV students
* Year-end data reporting: # identified/served, amount of set-aside spent, number of referrals to partner agencies, amount spent/resources provided from other sources
* Make sure all identified students have been coded in the student management system to be included in year-end ISEE upload
* Plan for needs students may have for the summer – refer as needed to lunch feeding sites, etc.