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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 13, 2008

MEMORANDUM

TO: All Intermediate and Local School District Superintendents

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Reporting Guidance For Homeless Students Served By The McKinney-Vento Homeless Assistance Act

This memo is to clarify reporting requirements for homeless students served by the McKinney-Vento Homeless Assistance Act (McKinney-Vento). As stated in McKinney-Vento, homeless students remain eligible for homeless services for the entire school year - including their ability to continue to receive free lunch. Therefore, a homeless student, even if he/she has moved into permanent housing, should be reported as homeless for the entire academic year. There has been confusion in the past about reporting only those students who are experiencing homelessness on reporting day, rather than those who have received homeless services and have since moved into permanent housing.

Reporting options for *field 34 in the Single Record Student Database (SRSD)* are to report the living situation of the student during the duration of homelessness, even if the student has since gained permanent housing. The field options are:

The type of temporary residence/shelter where the student resided during homelessness:

- 1 Homeless shelter
- 2 Youth shelter
- 3 Victim shelter
- 4 Doubled up
- 5 Hotel/motel
- 6 Other location
- 7 Temporary arrangement
- 8 Unknown

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Proper reporting of homeless students is essential in qualifying for the level of funding that we have received in the past years. In turn, the Homeless Education Office at the Michigan Department of Education can use the funds towards grant funding.

As emphasized in McKinney-Vento, the most stable environment for a student experiencing homelessness, even if for a short while, is in school. A family undergoing economic hardship may have to break a lease agreement or move again--an all too common occurrence. The McKinney-Vento Homeless Assistance Act requires all intermediate and local school districts, including public school academies, to appoint a local education agency homeless liaison.

For additional resources, the Homeless Education Office at the Michigan Department of Education is hosting the annual Homeless Education Conference on September 15 & 16, 2008, at the Kellogg Hotel and Conference Center at Michigan State University in East Lansing. The conference is for all who are involved with homeless youth.

If you have any questions, please contact Sam Sinicropi in the Office of School Improvement, at 517-241-1162, or email to sinicropis@michigan.gov.