

McKinney-Vento Homeless Education of Children and Youth Program School District Monitoring Document

District Name: _____		School Name: _____	
Authorized Representative: _____		Title: _____	Email: _____
Address: _____		City, State, Zip Code: _____	
Phone: _____	Fax: _____	Liaison: _____	
Liaison address: _____		Liaison Email: _____	Liaison 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	
Liaison		YES	NO
1. Do you have a trained district homeless liaison?			
2. Date of last training attended. (must be in the last 3 years)			
3. Name of last training attended. Provide evidence of completion or agenda for documentation.			
Liaison Duties			
1. Are homeless students enrolled immediately?			
2. Explain how you go about enrolling students.			
3. Explain how you determine the services a student needs.			
4. Are parents notified of their rights due to their eligibility? Provide copy of parent letter.			
5. Are posters and brochures displayed in all offices where families can see them?			

6. Have you provided professional development for any of your staff? How? Provide sign in sheets, agendas, or copies of email or handouts for the last three years. Must be done annually.			
REGULATORY COMPLIANCE NCLB (2001) Title X, Part C: McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B	Comments/Details	Compliance Status	
Identification and Reporting		YES	NO
1. Who enters data into the Student Information System (SIS)?			
2. Is it entered monthly, weekly, as enrolled?			
3. How do you check to ensure accuracy?			
4. Have you or the data entry person received training from ISBE?			
Student Rights: Homeless children and youth are allowed to:		YES	NO
1. Enroll immediately			
2. Enroll without all necessary documents			
3. Enroll in Free Lunch program			
4. Have all allowable fees waived			
5. Assistance offered to obtain necessary records			
6. Attend school of origin			
Transportation: In district or out of district		YES	NO
1. Do you have any homeless students for which you are providing transportation to another school district?			
2. What methods of transportation are you providing your homeless students? (In district and out)			

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

Name of attendee

PRINT

Signature of attendee

Date

Name of attendee

PRINT

Signature of attendee

Date

Name of attendee

PRINT

Signature of attendee

Date

Area 5 McKinney-Vento Program Director

PRINT

Signature of Program Director

Date