

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

I. INVOLVEMENT

I-HE 01: Involvement of Parents or Guardians

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-HE 1. The local educational agency (LEA) provides the parents or guardians of homeless children and youth opportunities to participate in the education of their children. (42 U.S.C. § 11432 (g)(6)(A)(iv).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
HE notices to parents [r]
LEA Parent Involvement Policy [r]
Parent Handbook [s]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-HE 02: Policy Against Stigmatization, Segregation

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-HE 2. The LEA has adopted a policy that homeless children and youth are not stigmatized or segregated based on their homeless status. (42 U.S.C. § 11432 (g)(1)(J)(i).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
Sample of student-level tracking system [s]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-HE 03: Duties of LEA Liaison

Updated 06/04/2013 by Administrator Administrator

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-HE 3. The LEA informs school personnel, service providers, and advocates working with homeless families of the duties of the LEA liaison. (42 U.S.C. § 11432 (g)(6)(B).)
Associated Documents	Consolidated Application and Reporting System (CARS) [r] HE agendas, minutes, and/or sign-in sheets [s] HE posters, flyers, and brochures [s] HE presentation materials [s]
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-HE 04: Dispute Resolution Process

Updated 06/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-HE 4. If a dispute arises over school selection or enrollment, the LEA: a) Immediately admits the student to the school in which enrollment is sought, pending resolution of the dispute. b) Provides written explanation to the parent or guardian of the school's decision, including the rights of the parent, guardian, or youth to appeal the decision. c) Refers the child, youth, parent, or guardian to the LEA liaison to carry out the dispute resolution as expeditiously as possible. d) Ensures that an unaccompanied youth is immediately enrolled in school, pending resolution of the dispute. (42 U.S.C. § 11432 (g)(3)(E).)
Associated Documents	HE LEA administrative regulations [r] HE LEA board policy [r]
Required and Suggested Documents	LEA dispute resolution administrative regulations [r] LEA dispute resolution policy [r] LEA-developed dispute resolution forms [s] Records of Disputes, if any [r]
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-HE 05: Coordination with State, Community, and School

Updated 06/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-HE 5. The LEA liaison coordinates with state, community, and school personnel to provide education and related services, including: a) Public notice of the educational rights of homeless children and youth, disseminated where such services are

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

provided. (42 U.S.C. § 11432 (g)(6)(A)(v).)
b) Mediation of enrollment disputes. (42 U.S.C. § 11432 (g)(6)(A)(vi).)
c) Information on and assistance in accessing transportation, including getting to school. (42 U.S.C. § 11432 (g)(6)(A)(vii).)

Associated Documents HE agendas, minutes, and/or sign-in sheets [s]
HE LEA administrative regulations [r]
HE LEA board policy [r]
HE posters, flyers, and brochures [s]
HE presentation materials [s]
Sample of student-level tracking system [s]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-HE 06: Coordinating Services with Local Agencies, LEAs

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-HE 6. The LEA coordinates services it provides with other local agencies and other LEAs on interdistrict issues. (42 U.S.C. §§ 5701, 11432 (g)(5)(A)(i), (ii).)

Associated Documents HE agendas, minutes, and/or sign-in sheets [s]

Required and Suggested Documents HE agendas, minutes of meetings demonstrating coordination with LEAs [s]
HE coordination with county office of education [s]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-HE 07: Notification in Parents' Languages

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-HE 7. The LEA provides to parents information on school and parent activities in a format and to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318 (e)(5).)
If 15 percent or more of a student body speaks a primary language other than English, as determined by the previous year's language census data, all notices, reports, statements, records sent to parents of such students must be written in English and the primary language. (EC § 48985.)

Associated Documents School language census data [r]

Required and Suggested Documents HE notices to parents in necessary languages as determined by the School Language Census [r]
HE posters, flyers, and brochures in necessary languages as determined by the School Language Census [s]

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-HE 08: Inventory

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-HE 8. For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

(EC § 35168; 5 CCR 3946; 34 CFR 80.32 (d)(I).)

Associated Documents

Required and Suggested Documents HE inventory records [r]
HE physical check of inventory [r]

Legal References

III. FUNDING

III-HE 09: Funds Reserved for Comparable Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-HE 9. The LEA reserves Title I, Part A, funds as are necessary to provide services to homeless children and youth that are comparable to services provided to children in schools funded under the provisions of Title I, Part A. (42 U.S.C. § 11432 (g)(4).)

Associated Documents Consolidated Application and Reporting System (CARS) [r]

Required and Suggested Documents HE fiscal records [r]
Title I, Part A reservation budget plan [s]

Legal References

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

III. FUNDING

III-HE 10: Salaries and Wages

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-HE 10. The LEA properly charges direct or indirect costs of federal funds for salaries and wages. (California School Accounting Manual [CSAM]; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2.)

10.1 Each employee funded solely by a single federal program or cost objective completes a semiannual certification of such employment.

10.2 Each employee paid in part from a single cost objective and in part from other revenue completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used.

10.3 Employees working in a single indirect cost activity, employees paid in full with consolidated ESEA administrative funds, and employees funded jointly by Title I SWP and state funds under the School-Based Coordinated Program complete a semiannual certification of such employment.

Associated Documents

Required and Suggested Documents HE Personnel Activity Reports (PARs) [r]
HE semiannual certifications [r]

Legal References

IV. STANDARDS, ASSESSMENT AND ACCOUNTABILITY

IV-HE 11: SARC

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-HE 11. The School Accountability Report Card (SARC) contains all required elements. (EC § 33126(b).)

11.1 The LEA annually issues a SARC for each school, publicizes such reports, and notifies parents or guardians that a copy will be provided on request. (EC § 35256(c); 20 U.S.C. § 6311 (h)(2)(E).)

11.2 The LEA annually updates and posts SARC information on the Internet. (EC § 35258.)

Associated Documents School Accountability Report Card (SARC) [r]
School Accountability Report Card (SARC) hard copy availability notification [r]
School Accountability Report Card (SARC) LEA Web page URL [r]

Required and Suggested Documents

Legal References

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-HE 12: Liaison Coordinates Education Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-HE 12. The LEA has designated a liaison to coordinate with state, community, and school personnel to provide education and related services to homeless children and youth. (42 U.S.C. § 11432 (g)(1)(J)(ii).)

Associated Documents Consolidated Application and Reporting System (CARS) [r]
HE agendas, minutes, and/or sign-in sheets [s]
HE posters, flyers, and brochures [s]
HE presentation materials [s]

Required and Suggested Documents

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-HE 13: Continuing Education in School of Origin

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-HE 13. The LEA continues the student's education in the school of origin to the extent feasible and when in the best interest of the student, except when doing so is contrary to the wishes of the parents. (42 U.S.C. § 11432 (g)(3)(B)(i).)

13.1 The LEA provides a written explanation, including a statement regarding the right to appeal, to the parent or guardian if the LEA sends the student to a school other than the school of origin or a school requested by the parent or guardian. (42 U.S.C § 11432 (g)(3)(B)(ii).)

13.2 In the case of an unaccompanied youth, the program liaison assists in placement or enrollment decisions, considers the youth's views, and provides notice of the right to appeal. (42 U.S.C. §11432 (g)(3)(B)(iii).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
LEA-developed registration forms [s]

Required and Suggested Documents

Sample of student-level tracking system including unaccompanied youth [s]

Legal References

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-HE 14: Provides Comparable Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-HE 14. The LEA provides services to homeless students comparable to those offered other students of the school. Such services include:

- a) Transportation (42 U.S.C. § 11432 (g)(4)(A).)
- b) Educational services for which the child or youth met federal, state, and local program eligibility criteria. (42 U.S.C. § 11432 (g)(4)(B).)
- c) Vocational and technical education (42 U.S.C. § 11432 (g)(4)(C).)
- d) Gifted and talented education (42 U.S.C. § 11432 (g)(4)(D).)
- e) School nutrition programs (42 U.S.C. § 11432(g)(4)(E).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
LEA-developed registration forms [s]
Sample of student-level tracking system showing educational services provided to homeless children and youth [s]

Required and Suggested Documents HE transportation records [s]
School nutrition program forms [s]

Legal References

VII. TEACHING AND LEARNING

VII-HE 15: Immediate Enrollment and Obtaining Records

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-HE 15. The LEA immediately enrolls the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment. (42 U.S.C. § 11432 (g)(3)(C).)

15.1 The enrolling school immediately refers parents or guardians of homeless children or youth to the LEA program liaison to assist them in obtaining necessary immunization or medical records. (42 U.S.C. § 11432 (g)(3)(C)(iii).)

15.2 The LEA maintains student records for each homeless child or youth so that the records are available when a child or youth enters a new school or school district. (42 U.S.C. § 11432 (g)(3)(D).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
LEA-developed registration forms [s]
Sample of student-level tracking system showing educational services provided to homeless children and youth [s]

Required and Suggested Documents Immunization flyers and/or services offered [s]

Legal References

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Homeless Education 2013–14

VII. TEACHING AND LEARNING

VII-HE 16: Coordination of Education and Related Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-HE 16. The LEA liaison coordinates with state, community, and school personnel to provide education and related services for homeless children and youth, including:

- a) Identification of homeless children and youth by school personnel and through coordination activities with other entities and agencies (42 U.S.C. § 11432 (g)(6)(A)(i).)
- b) Enrollment and equal opportunity in LEA schools (42 U.S.C. § 11432 (g)(6)(A)(ii).)
- c) Additional educational services (42 U.S.C. § 11432 (g)(6)(A)(iii).)
- d) Referrals to health, dental, mental health, and other services (42 U.S.C. § 11432 (g)(6)(A)(iii).)
- e) Information to parents or guardians about the educational and related opportunities available to them and their children (42 U.S.C. § 11432 (g)(6)(A)(iv).)

Associated Documents HE LEA administrative regulations [r]
HE LEA board policy [r]
HE posters, flyers, and brochures [s]
LEA-developed registration forms [s]
Sample of student-level tracking system showing educational services provided to homeless children and youth [s]

Required and Suggested Documents HE referrals given to homeless children, youth, and their families [s]

Legal References