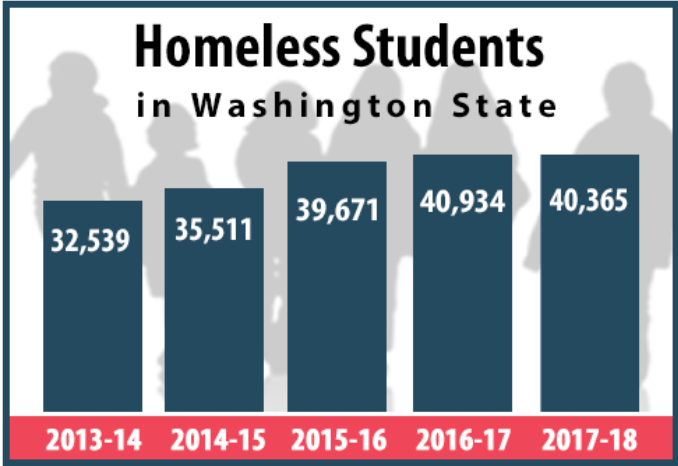


Homeless Children and Youth Data Collection User Guide



2019

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Office of Superintendent of Public Instruction
Chris Reykdal, State Superintendent

*All students prepared
for post-secondary pathways,
careers, & civic engagement.*

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Using the Homeless Children and Youth Data Collection Form

Introduction

The Homeless Children and Youth Data Collection Form is an annual data collection specific to homeless students enrolled and served within a district. This online application was created to allow school districts to review their data before it is submitted for state and federal reporting. Starting with the 2016–17 School Year, this report is no longer certified by school districts.

This application is a single page consisting of five (5) sections requiring review and two (2) sections requiring input for districts that receive McKinney-Vento grants, or four (4) sections requiring review and one (1) section requiring input for districts that ARE NOT receiving McKinney-Vento grants. Data from the Comprehensive Education Data and Research System (CEDARS) is used to pre-populate this application.

General Information about this Application

Beginning the Data Review and Collection

When you enter the application, you will automatically be directed to the Welcome screen on the Home tab. Please read the information presented about this application and data collection. After reading the Welcome information, click on the Survey tab at the top of the page to continue.

The screenshot shows the application's interface. At the top, there is a navigation menu with 'Home', 'Survey', 'Admin', and 'Help'. A red arrow points to the 'Survey' tab. Below the navigation menu, there is a 'Welcome' section with the following text:

McKinney-Vento (Title X) Education of Homeless Children and Youth Annual Data Collection Forms

The McKinney-Vento (Title X) Education of Homeless Children and Youth program ensures that those children and youths experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The definition of homelessness, according to McKinney-Vento is very broad, and most, if not all, districts currently have students enrolled in their schools that meet that definition. Unfortunately, these students often remain unidentified and un-served. Each year, the U.S. Department of Education requires states to gather and report data related to the numbers of homeless children and youth enrolled in local school districts. All school districts, whether they receive McKinney-Vento grant funding or not, are required to report their homeless student data on an annual basis.

To review your survey data for this year, select the "Survey" tab at the top. Please note, assessment data will not be available until Fall and will be prepopulated by OSPI for your review at that time.

If there are any questions regarding the completion of the data collection forms, please contact:

Melinda Dyer
Homeless Children and Youth Program Supervisor at (360) 725-6505 or email at melinda.dyer@k12.wa.us

Ella Deverse
Homeless Children and Youth Program Specialist at (360) 725-6505 or email at ella.deverse@k12.wa.us

Aubry Schlotmann
Homeless Education Program Assistant at (360) 725-6505 or email at aubry.schlottmann@k12.wa.us

For questions about your CEDARS data, please contact your CEDARS district administrator(s):

Name	Email	Phone

For documentation about this collection, please refer to the [Help](#) tab

Viewing Student Details

While in the Survey tab, you can click on *View Student Details* on the left hand navigation to view the list of students who are pre-populated in this collection. The data in this student list comes directly from CEDARS. Any corrections or changes to this data must take place by changing the data submitted to CEDARS. When analyzing the data for these students and planning corrections, please work closely with your CEDARS District Administrator.

Entering Contact Information

In the first section of this collection, enter the contact information for the person responsible for the data entered and reviewed in this application. You must click the *Save* button to save this information.


School District Name : **Aberdeen School District**

District Lead / Contact Person Name :

E-mail :

Phone : () -

Fax : () -



Validations

If any of the required text fields are blank when you click the *Save* button, the application will return a validation error message at the top of the page. The errors must be fixed prior to saving.

Survey

School District

Homeless Children And Youth Application

School Year:



- Please provide a District Lead / Contact Person Name.
- Please provide a District Contact E-mail address.
- Please provide a valid District Contact Phone Number.

Use the form below to verify data about homeless children and youth in your district and enter required data. Hand entered data will not be saved until you click the "Save" button above question one.

For your convenience, OSPI has pre-populated most fields using data originally reported in CEDARS. You can view and download the individual student details (base population) by clicking the link on the left ("View Student Details"). This will open a report in a new window and will not affect the current page/form. If you need to make changes to the base population you will need to correct and re-submit student details into CEDARS. For assistance with getting your CEDARS data corrected please contact your CEDARS District Administrator. If your CEDARS data is correct but is not displaying correctly in this application please contact OSPI Customer Support at CustomerSupport@k12.wa.us.

Final data will be pulled after the nightly CEDARS load on

School District Name :

District Lead / Contact Person Name :

E-mail :

Phone : () -

Fax : () -

Save

Questions for Districts RECEIVING McKinney-Vento Grants

For Districts Receiving McKinney-Vento grants there are five (5) specific questions (Q1.1, Q1.2, Q1.3, Q2, and Q3) related to homeless students.

Question 1.1: Homeless Children and Youths in the District

This section contains the total number of students for grade levels PK–12. It is pre-populated from CEDARS data. If you have any questions about the numbers of students represented in these pre-populated grade level totals, please review the student details as described in *Viewing Student Details* in the *General Application Information* section of this document. Contact your CEDARS District Administrator to correct any student data.

Q1.1: Homeless Children and Youths in the District

In the table below, verify the number of homeless children and youths by grade level enrolled in public school at any time during the regular school year.

Definitions

PK Age 3-5 not Kindergarten (Reported in CEDARS) Includes any preschool-aged (3-5) homeless child who is enrolled in a LEA-administered preschool program. Children to be included may be attending preschool at a specific location or participating in a home-based program.

Kindergarten includes all homeless children who attend LEA-administered kindergarten programs whether the programs are mandatory or non-mandatory. Students reported in both K1 (Full day) and K2 (half day/other) grade levels will be included.

Grade Level	Number of homeless children/youth enrolled in public school
PK: Age 3-5 (Reported in CEDARS)	12
Kindergarten (Reported in CEDARS)	18
1st Grade (Reported in CEDARS)	17
2nd Grade (Reported in CEDARS)	18
3rd Grade (Reported in CEDARS)	12
4th Grade (Reported in CEDARS)	17
5th Grade (Reported in CEDARS)	17
6th Grade (Reported in CEDARS)	15
7th Grade (Reported in CEDARS)	14
8th Grade (Reported in CEDARS)	14
9th Grade (Reported in CEDARS)	16
10th Grade (Reported in CEDARS)	12
11th Grade (Reported in CEDARS)	20
12th Grade (Reported in CEDARS)	36
Total	238

Question 1.2: Primary Nighttime Residence

This section contains the number of homeless children/youth that fall into one of four categorizations of Primary Night Time Residence. All four of these counts are pre-populated from CEDARS.

Q1.2: Primary Nighttime Residence of Homeless Children and Youth

In the table below, verify the number of homeless children and youth by primary nighttime residence enrolled in public school(include pre-school) at any time during the regular school year. The primary nighttime residence should be the student's nighttime residence when they were identified as being homeless.

Definitions:

Shelters: Shelters are defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. Children and youth in shelters, transitional housing or awaiting foster care would be included in this category. (Children who are awaiting foster care placement are considered homeless and eligible for McKinney-Vento services. Children who are already in foster care, on the other hand, are not considered homeless).

Doubled-Up: Examples include (but are not limited to) children and youth (including runaway youth and unaccompanied youth) who live with relatives or friends due to loss of housing, economic hardship, or a similar reason. (The term "similar" is not defined by law, but is generally understood to include (but not limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug/alcohol treatment, etc.)

Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, camps, vehicles, parks, temporary trailers, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the "streets."

Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternate housing.

Primary Night Time Residence	Number of homeless children/youth
Shelters	39
Doubled-Up	310
Unsheltered	3
Hotels/Motels	4
Total	356

Question 1.3: Subpopulations of the Homeless Students Served

This section asks you to review information about subpopulations of homeless students that have been served.

This section contains four subpopulations; Unaccompanied Homeless Youth, Migrant Children/Youth, Children with Disabilities (IDEA), and Limited English Proficient Students. The information is pre-populated with data from CEDARS.

If you have any questions about the numbers of students represented in these pre-populated subpopulation totals, please review the student details as described in *Viewing Student Details* in the *General Application Information* section of this document. Contact your CEDARS District Administrator to correct any student data.

Q1.3: Subpopulations of the Homeless Students Enrolled

Please verify the following information about the homeless students during the [redacted] school year that received the following educational services.

Subpopulation	Number of homeless students enrolled
Unaccompanied Homeless Youth	0
Migrant Children/Youth	5
Children with Disabilities (IDEA)	58
Limited English Proficient Students	16
Total	79

Question 2: Homeless Children and Youths SERVED

This section contains the number of homeless children/youth that were SERVED by McKinney-Vento subgrants during the regular school year. It also asks you to enter the homeless children/youth SERVED by your district but not reported in CEDARS for Age 0–2 and grade PK ONLY. As you enter values in each of the grade levels, the total column is updated to reflect the total number of students accounted for. After you enter in the information below, scroll back to the top of the form and click the *Save* button located under the contact information fields to save your entries.

If you have any questions about the numbers of students represented in these pre-populated totals, please review the student details as described in *Viewing Student Details* in the *General Application Information* section of this document. Contact your CEDARS District Administrator to correct any student data.

Q2: Homeless Children and Youths Served By McKinney-Vento Subgrants

In the table below, provide the number homeless children and youths by grade level that were served by McKinney-Vento subgrants during the _____ regular school year.

The definition of "served" includes homeless children who have been served in any way through McKinney-Vento funds. Services would include both direct services, as outlined in the McKinney-Vento Act (42 U.S.C. § 11433), and indirect services such as those provided by a staff member whose position is supported through McKinney-Vento funds. Include Age Birth through 2 and Age 3 through 5-Not Kindergarten children served by the subgrant program regardless of whether or not they are enrolled in an LEA-administered preschool.

The column, "Enrolled from CEDARS" are students your district successfully reported to CEDARS as enrolled and served by homeless children or youth subgrants this school year as reported to CEDARS.

In the column, "Served (Not in CEDARS)," please provide the number of students who were served by homeless children or youth subgrants, but were not submitted in CEDARS because they were not enrolled in your district (zero is allowed).

The TOTAL column will automatically calculate the number of homeless children or youth served by subgrants.

Number of homeless children/youth served by subgrants			
Grade Level	Enrolled from CEDARS	Served (Not in CEDARS)	TOTAL
Age 0-2	NA	<input type="text"/>	
PK: Age 3-5	2	<input type="text"/>	
Kindergarten	15		
1st Grade	13		
2nd Grade	9		
3rd Grade	7		
4th Grade	16		
5th Grade	16		
6th Grade	19		
7th Grade	11		
8th Grade	11		
9th Grade	7		
10th Grade	11		
11th Grade	9		
12th Grade	11		
Total	157	0	

Question 3: Academic Progress of Homeless Students

This section presents the state assessments for reading, mathematics, and science for homeless children/youth that are enrolled within your district as defined in Q1 above. This data is pre-populated from assessment score files (presented to districts through the Washington Query application).

The assessment data will display all zeros until late summer or early fall. Although this is past the reporting deadline, you can still access the application for the 2017–18 school year to view the data.

Q3: Academic Progress of Homeless Students

Assessment data for homeless children and youths will be populated in this table in late Summer or early Fall (after the reporting deadline). This table is informational only.

Grade Level	3	4	5	6	7	8	High School
Reading	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Grade Level	3	4	5	6	7	8	High School
Math	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Grade Level	3	4	5	6	7	8	High School
Science	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Questions for District NOT receiving McKinney-Vento Grants

For Districts NOT Receiving McKinney-Vento grants there are four specific questions (Q1.1, Q1.2, Q.1.3, and Q2) related to homeless students.

Question 1.1: Homeless Children and Youths in the District

This section contains the total number of students for grade levels PK–12. It is pre-populated from CEDARS data. If you have any questions about the numbers of students represented in these pre-populated grade level totals, please review the student details as described in *Viewing Student Details* in the *General Application Information* section of this document. Contact your CEDARS District Administrator to correct any student data.

Q1.1: Homeless Children and Youths in the District

In the table below, verify the number of homeless children and youths by grade level enrolled in public school at any time during the regular school year.

Definitions

PK Age 3-5 not Kindergarten (Reported in CEDARS) Includes any preschool-aged (3-5) homeless child who is enrolled in a LEA-administered preschool program. Children to be included may be attending preschool at a specific location or participating in a home-based program.

Kindergarten includes all homeless children who attend LEA-administered kindergarten programs whether the programs are mandatory or non-mandatory. Students reported in both K1 (Full day) and K2 (half day/other) grade levels will be included.

Grade Level	Number of homeless children/youth enrolled in public school
PK: Age 3-5 (Reported in CEDARS)	12
Kindergarten (Reported in CEDARS)	17
1st Grade (Reported in CEDARS)	17
2nd Grade (Reported in CEDARS)	17
3rd Grade (Reported in CEDARS)	12
4th Grade (Reported in CEDARS)	17
5th Grade (Reported in CEDARS)	17
6th Grade (Reported in CEDARS)	14
7th Grade (Reported in CEDARS)	14
8th Grade (Reported in CEDARS)	13
9th Grade (Reported in CEDARS)	15
10th Grade (Reported in CEDARS)	13
11th Grade (Reported in CEDARS)	16
12th Grade (Reported in CEDARS)	34
Total	228

Question 1.2: Primary Nighttime Residence

This section contains the number of homeless children/youth that fall into one of four categorizations of Primary Night Time Residence. All four of these counts are pre-populated from CEDARS data.

Q1.2: Primary Nighttime Residence of Homeless Children and Youth

In the table below, verify the number of homeless children and youth by primary nighttime residence enrolled in public school(include pre-school) at any time during the regular school year. The primary nighttime residence should be the student's nighttime residence when they were identified as being homeless.

Definitions:

Shelters: Shelters are defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations. Children and youth in shelters, transitional housing or awaiting foster care would be included in this category. (Children who are awaiting foster care placement are considered homeless and eligible for McKinney-Vento services. Children who are already in foster care, on the other hand, are not considered homeless).

Doubled-Up:Examples include (but are not limited to) children and youth (including runaway youth and unaccompanied youth) who live with relatives or friends due to loss of housing, economic hardship, or a similar reason. (The term "similar" is not defined by law, but is generally understood to include (but not limited to) such circumstances as family turmoil, domestic violence, incarceration, hospitalization, drug/alcohol treatment, etc.)

Unsheltered: Examples include (but are not limited to) children and youth who live in abandoned buildings, camps, vehicles, parks, temporary trailers, FEMA shelters, bus/train stations, abandoned in the hospital, living in substandard or inadequate housing, or on the "streets."

Hotels/Motels: Children and youth residing in hotels/motels due to lack of alternate housing.

Primary Night Time Residence	Number of homeless children/youth
Shelters	3
Doubled-Up	21
Unsheltered	0
Hotels/Motels	0
Total	24

Question 1.3: Subpopulations of the Homeless Students Enrolled

This section contains information about subpopulations of homeless students enrolled in your district.

The four subpopulations are Unaccompanied Homeless Youth, Migrant Children/Youth, Children with Disabilities (IDEA), and Limited English Proficient Students. The data in this section is pre-populated from CEDARS.

If you have any questions about the numbers of students represented in these pre-populated subpopulation totals, please review the student details as described in *Viewing Student Details* in the *General Application Information* section of this document. Contact your CEDARS District Administrator to correct any student data.

Q1.3: Subpopulations of the Homeless Students Enrolled

Please verify the following information about the homeless students during the school year that received the following educational services.

Subpopulation	Number of homeless students enrolled
Unaccompanied Homeless Youth	0
Migrant Children/Youth	5
Children with Disabilities (IDEA)	58
Limited English Proficient Students	16
Total	79

Question 2: Academic Progress of Homeless Students

This section presents the state assessments for reading, mathematics, and science for homeless children/youth that are enrolled within your district as defined in Q1 above. This data is pre-populated from assessment score files (presented to districts through the Washington Query application). This data will only change if the students reported in Q1 changes. The actual assessment results for each student are final and will not change.

Q2: Academic Progress of Homeless Students

Assessment data for homeless children and youths will be populated in this table in late Summer or early Fall (after the reporting deadline). This table is informational only.

Grade Level	3	4	5	6	7	8	High School
Reading	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Grade Level	3	4	5	6	7	8	High School
Math	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Grade Level	3	4	5	6	7	8	High School
Science	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0	Level 1 : 0
	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0	Level 2\BA : 0
	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0	Level 3 : 0
	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0	Level 4 : 0
	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0	Total : 0

Help Tab

At the top of the screen, next to the *Survey* tab, there is a *Help* tab. There are two documents available under the *Help* tab; this User Guide and a CEDARS Tip Sheet. The CEDARS Tip Sheet is a walkthrough of how to update a student's homeless flag in the CEDARS Non-Standard Submission Application. You will only need to use the CEDARS Non-Standard Submission Application if there are students missing from your count or their primary nighttime residence or subpopulation data is incorrect and your district is no longer sending 2017–2018 CEDARS submissions. Please contact your CEDARS District Administrator for questions regarding a CEDARS Non-Standard Submission.

Contact Information

Homeless Education

[Link to Homeless Ed](#)

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EDS and CEDARS data

[Link to CEDARS](#)

OSPI Customer Support

customersupport@k12.wa.us

1-800-725-4311 option 7



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Download this material in PDF at <http://www.k12.wa.us/HomelessEd/Data.aspx>. This material is available in alternative format upon request. Contact the Resource Center at 888-595-3276, TTY 360-664-3631. Please refer to this document number for quicker service: 19-0015.



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