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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

August 22, 2025

(X) Action Required
Due date: September 30, 2025
( ) Informational

BULLETIN NO. 045-25 SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Required Local Homeless Liaison Contact Information and Training Survey; and Homeless Education Building Points of Contact

CONTACT: Melinda Dyer, Assistant Director, McKinney-Vento Education of Homeless Children and Youth
360-725-6505, melinda.dyer@k12.wa.us

PURPOSE/BACKGROUND

The federal McKinney-Vento Act (42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths) requires every local education agency (LEA) to designate an appropriate staff person, able to carry out the duties described in the law, as an LEA liaison for homeless children and youths. Also, the Office of Superintendent of Public Instruction (OSPI) is required to publish an updated list of the liaisons annually on the state education agency's (SEA) website.

NOTE: The district liaison or building point of contact for students experiencing homelessness may also serve as the district liaison or building point of contact for students in foster care, respectively. Click here to view the Bulletin 037-25 for foster care liaisons and building points of contact.

REQUIRED HOMELESS EDUCATION LIAISON CONTACT INFORMATION

Please check the Homeless Education Liaison Contact List to ensure your district's contact information is current. Districts should verify their Homeless Liaison contact information and make necessary updates **no later than September 30th.** The most current liaison contact information should also be posted to district websites and in all McKinney-Vento print materials, including posters and brochures and other resources. **At least one district**

employee included on the OSPI liaison contact list must be available through the summer months to ensure families have appropriate contact information throughout the year. In addition to the Homeless Liaison's contact information, the district may wish to add other district staff members to the contact list such as the Student Services Director, the Federal Program Director, the district Business Manager, the local Superintendent, or other suitable district staff members.

REQUIRED TRAINING PARTICIPATION RECORDS

In addition to routinely updating the liaison contact list, districts have a duty to maintain current Homeless Liaison training records. Per the McKinney-Vento Act, SEAs are required to provide professional development opportunities for LEA personnel and the LEA liaison (Sec.11432 (f)) and adopt policies and practices to ensure participation by liaisons in professional development and other technical assistance (Sec.11432(g)(J)(iv)).

To maintain accurate Homeless Liaison training records and ensure all liaisons have participated in required professional development pertaining to the education of homeless children and youths, please update the liaison training records found on the OSPI website. This information is to be updated at the start of the school year and periodically throughout the year. District liaisons are strongly encouraged to maintain all homeless education training records at the local level as evidence of compliance.

REQUIRED BUILDING POINTS OF CONTACT

In addition to the district-level liaison, RCW 28A.320.142 requires each K–12 public school in the state to designate a Homeless Education Building Point of Contact in each elementary school, middle school, and high school. The school district's homeless student liaison is responsible for training the building points of contact to ensure they have the knowledge necessary to identify and serve eligible students at the school level.

Best practice is to maintain a record of the building points of contact at the local district level and make the list publicly available on the district's website, along with other district information annually provided to families.

District-level liaisons, as well as building points of contact, should sign up for the Homeless Education weekly GovDelivery Newsletter. The newsletter includes information about grant funding, upcoming training, policy updates, and other information related to serving students experiencing homelessness. To sign up, please contact Elizabeth Schmitz, McKinney-Vento Training Supervisor, at elizabeth.schmitz@k12.wa.us.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Melinda Dyer, Assistant Director, McKinney-Vento Education of Homeless Children and Youth, at 360-725-6505 or email

melinda.dyer@k12.wa.us. The OSPI Telecommunication Relay Services number is 711 or 1-800-833-6384.

This bulletin is also available on the Bulletins page of the OSPI website.

Susan Lathrop
Interim Chief Education Officer

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System and School Improvement

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