



# Office of Equity & Access



## ENROLLMENT PROTOCOLS FOR HOMELESS STUDENTS – Student Housing Questionnaire

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In order to comply with the federal mandates of the McKinney-Vento Homeless Assistance Act, current district policy requires the identification and completion of the Student Housing Questionnaire, SHQ, as part of the registration procedures for new and returning enrollments.

**\*\*\*NOTE: Below are the registration procedures for:**

- [1.] New Student Enrollment (SHQ) or [2.] Returning Student Enrollment (SHQ).  
Follow the directions below according to the student's enrollment status.

**New Student Enrollment (SHQ):**

1. The SHQ form is a required document in both the paper enrollment application and online AERIES enrollment.
  - a. The AERIES online application requires families to turn in a copy of the paper SHQ form once their online application is completed.
2. Separate the forms, into two groups, by identifying the families that have (1.) self-disclosed as McKinney-Vento and (2.) those that have marked “None of the above apply”.
3. Please enter **into AERIES under Special Program, Program Code 191- Homeless Enrollment** the information for all that have self-disclosed as living in one of the checked off circumstances (shelter, motel/hotel, transitional housing shelter, rented trailer, car, single room occupancy, etc). **Follow AERIES Homeless Enrollment Instructions.**
4. Once all students have been entered in AERIES under Special Program, Program Code 191, please initial and date the top right corner of each SHQ form. Please send the forms through the pony to the Equity & Access Office attention Debbie Rocha.
5. If the child's McKinney-Vento status changes at any time during the school year, please update the Special Program 191- Homeless Enrollment to indicate they are no longer McKinney-Vento.

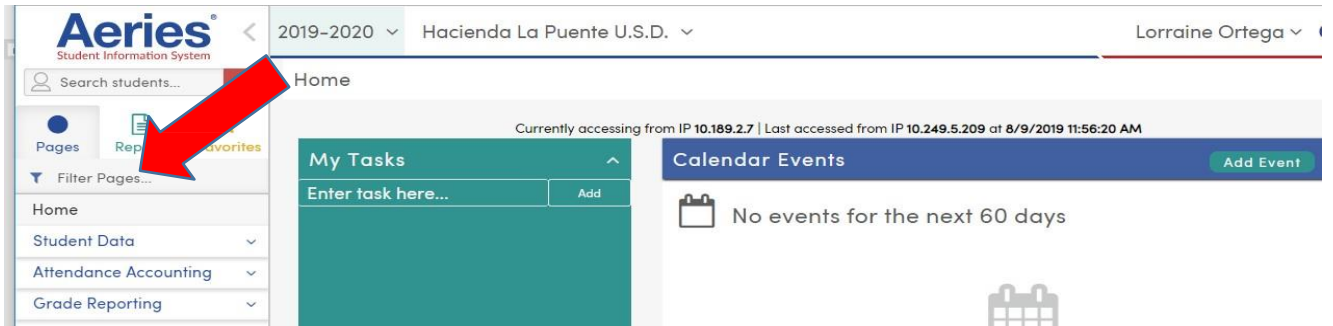
**Returning Student “Data Confirmation” (SHQ):**

1. Once a student has completed their AERIES data confirmation online the school must still confirm their SHQ status on AERIES. Confirmation must occur in AERIES by designated school site personnel.

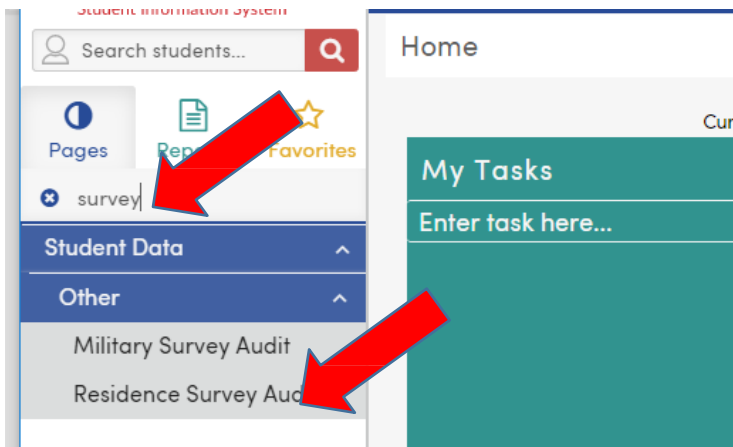
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To “Confirm” you must:

2. Go to “Filter Pages” in AERIES



3. Type “Survey” in the Filter pages field



4. Click “Residence Survey Audit”. The following page will display. The Residence Survey Audit page defaults to displaying Pending records. A Pending record is one that has not been Confirmed or Rejected.

## Residence Survey Audit

### Eligibility and Participation dates

Once you click confirm a PGM record will be created.

Select what date(s) to use for the eligibility and participation start dates.

Date submitted  First day of school  Custom Dates

### Filter Options

Date Range: Start Date  End Date


Pending  Confirmed  Rejected

	Status	Dwelling Type	Date Submitted	Student ID	Student Name	Grade	Phone Number	Addresses	Submitted By
<input type="button" value="Confirm"/> <input type="button" value="Reject"/>	Pending	Temporary Shelters (100)	08/29/2017	99400001	Allan Abbott	12	(777) 554-9448	<b>Residential and Mailing Address:</b> 1118 Glenview Lane, Eagle Rock, CA <b>Residential Address:</b> 550 E Claraday #9, Eagle Point, CA	parent@aeries.com
<input type="button" value="Confirm"/> <input type="button" value="Reject"/>	Pending	Temporary Shelters (100)	09/20/2017	99400002	Alice Abdelnour	9	(777) 555-2865	<b>Mailing Address:</b> PO Box 90239, Eagle Point, CA	parent@aeries.com


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5. Click the “**Confirm**” icon on the left hand side. This will automatically enroll the student in Special Program 191-Homeless.

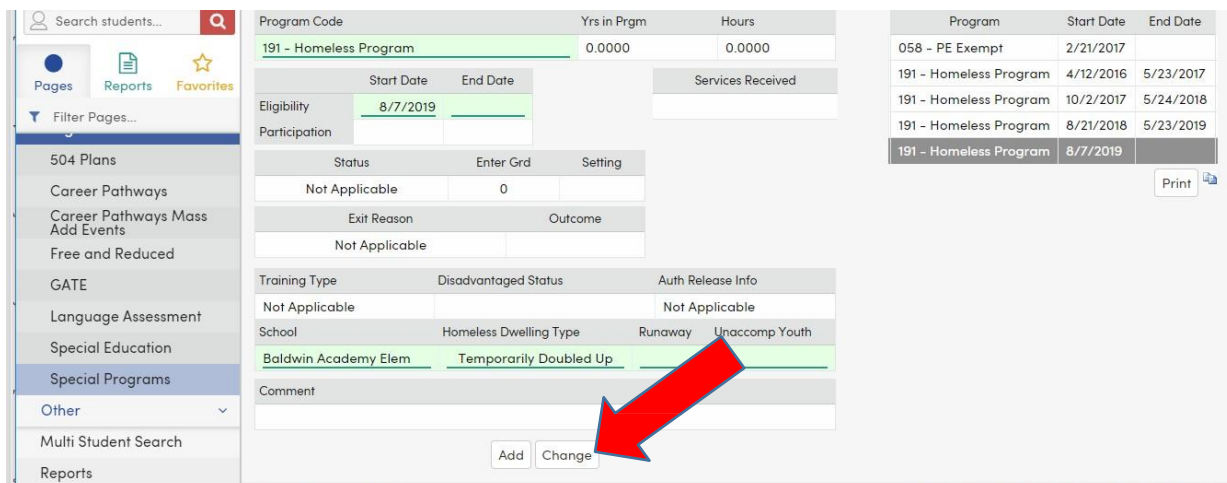
6. A Residence Survey Audit message will display with a link to the newly created Special Program-191 Homeless record. **Click the link.**

 A PGM record has been created for Allan Abbott with the dwelling status Hotels/Motels (110) [Click here](#) to view or modify that record now.

7. If a duplicate active record already exists **\*\*Do NOT** create another record. There should only be **one record per year** for each McKinney-Vento student.

 Another active PGM record exists for Allan Abbott [Click here](#) to goto the programs page for this student.

8. Click “**change**”



The screenshot shows a student record form for Allan Abbott. The 'Program Code' is '191 - Homeless Program' with 'Yrs in Prgm' and 'Hours' both at 0.0000. The 'Start Date' is 8/7/2019. The 'Eligibility' is 'Participation'. The 'Status' is 'Not Applicable' with 'Enter Grd' at 0. The 'Exit Reason' is 'Not Applicable'. The 'Training Type' is 'Not Applicable' and 'Disadvantaged Status' is 'Not Applicable'. The 'Auth Release Info' is 'Not Applicable'. The 'School' is 'Baldwin Academy Elem' and the 'Homeless Dwelling Type' is 'Temporarily Doubled Up'. The 'Runaway' and 'Unaccomp Youth' fields are empty. A red arrow points to the 'Change' button at the bottom of the form.

9. You **must** still enter if the student is a “**runaway**” or an “**unaccompanied youth**”.



This close-up shows the 'Homeless Dwelling Type' section of the form. The 'School' is 'Hacienda La Puente U.S.D.' and the 'Homeless Dwelling Type' is 'Temporarily Doubled Up'. The 'Runaway' field is 'No' and the 'Unaccomp Youth' field is 'No'. A red arrow points to these two fields. The 'Training Type' is 'Not Applicable' and 'Disadvantaged Status' is 'Not Applicable'. The 'Auth Release Info' is 'Not Applicable'. The 'Comment' field contains the text 'E&A Liaison met with mom to offer support.'

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10. Click **“update”** to complete the McKinney-Vento enrollment.

The screenshot shows a web application interface for McKinney-Vento enrollment. On the left is a sidebar menu with the following items: GATE, Language Assessment, Special Education, Special Programs (highlighted), Other (with a dropdown arrow), Multi Student Search, and Reports. The main content area contains a form with the following fields: 'school' (102 Baldwin Academy Elem), 'homeless Living type' (Temporarily Doubled Up), 'runaway' (N), and 'unaccomp 1oun' (N). Below these fields is a 'Comment' text area. At the bottom of the form are two buttons: 'Update' and 'Cancel'. A large red arrow points from the top right towards the 'Update' button.

**If you have any questions please call the Office of Equity & Access  
626 933-5302**