

## SDCOE Homeless Education Services Program

### Back to School Checklist – Students experiencing homelessness

- ☐ Ensure the **housing questionnaire** has been administered to all students K-12 at the start of the year. Sample forms can be found at <https://www.hetac.org/resources/id>
- ☐ Update local liaison **contact information** on homeless education awareness materials (posters, flyers, brochures, etc.) and LEA and school websites.
- ☐ **Post** “You Can Enroll in School Posters” at all school sites and in relevant places throughout the community; share posters in English and other languages, as needed, to support local student populations. Posters can be found on the CDE resource page at <https://www.cde.ca.gov/sp/hs/cy/>
- ☐ Ensure families identified through the questionnaire, the posters or other means are **connected to the designated homeless liaison** and assessed for immediate needs, including but not limited to: basic needs resources, school supplies, transportation needs, referrals to healthcare, housing or mental health services.
- ☐ Ensure students identified as experiencing homelessness are designated in your **student information system** before October census day (first Wednesday in October). Train enrollment staff on district policies/procedures for identification, and ensure data is being correctly input to your system.
- ☐ Ensure food services have all homeless students **direct certified**.
- ☐ Send an **email to all LEA and school staff** about strategies for identifying and supporting students experiencing homelessness. [Sample email language](#) is available from CDE.
- ☐ **Contact local agencies** to seek their collaboration in identifying and serving homeless children and youth, including: faith-based organizations; food banks; housing and public health departments and programs; homeless coalitions; shelters; and soup kitchens. Ensure they have your information to refer families when needed.

- ☐ Reach out to **unaccompanied youth** by collaborating with street outreach teams, drop-in centers, and youth shelters, and by working to build trust with young people.
- ☐ Include a housing questionnaire and homeless education information as part of the enrollment process for **Transitional Kindergarten** and Kindergarten.
- ☐ Create a **professional development plan** so that all relevant staff are trained on education for students experiencing homelessness. Visit the CDE resource page for training modules, the hetac.org website for statewide trainings, and your SDCOE website for local trainings. Contact your COE liaison for more information.
- ☐ Review your district **Board Policies, Administrative Regulations, and Dispute Policy** to ensure they are updated and consistent with the law.
- ☐ Review your **LCAP Federal Addendum** for how your district will remove barriers to attendance, enrollment and success at school for students experiencing homelessness.
- ☐ Work with **counselors** to determine if students are on track to graduate and are receiving individual guidance around post-secondary pathways.

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