



Orange County Department of Education
Homeless Outreach Promoting Educational Success
HOPEs Collaborative



Essential School Checklist

Required Tasks for LEAs and McKinney-Vento Liaisons

Identification/Public Notice of Rights/Eliminate Barriers to Enrollment/Full and Equal Access

- ☐ Ensure school personnel appropriately identify MV eligible students.
- ☐ Ensure students, parents, and guardians are aware of educational rights, educational opportunities, and that unaccompanied students and caregivers have opportunities to participate in student's education.
- ☐ Distribute [Housing Questionnaire](#) (annual requirement).
 - o [Sample questions to ask](#)
- ☐ Ensure right to immediate enrollment, removal of educational barriers, and access to extended learning opportunities.
- ☐ Ensure Unaccompanied Minor additional supports - AB 1806 regarding full/partial credit, FAFSA, etc.
- ☐ Ensure Expanded Learning Opportunity Programs (ELOP) are shared with families.
- ☐ Distribute posters/brochures to schools with educational rights (CA Educational Code § 48852.5).
 - o [Identification Tools located under Schools tab](#)
- ☐ Secure transportation assistance, if requested and is feasible.
- ☐ Review your LEA's board policies and administrative regulations for compliance with the law. Board approval every three years.
- ☐ Ensure LEA website includes contact information for all LEA liaisons and specific information regarding the educational rights and resources available to persons experiencing homelessness (CA Ed. Code 48852.6).
- ☐ Review and update your LEA's dispute policies and processes regarding eligibility, school selection and transportation.

Professional Development and Support

- ☐ Provide annual training to all staff (your LEA, or CDE, HETAC, OCDE, versions).
- ☐ Ensure professional development addresses immediate enrollment, school of origin vs school of residence.
- ☐ See training options below:
 - o [McKinney-Vento e-Trainings](#) for Schools and Community Partners, outreach video for students and families in English and Spanish (Voices of Experience).
 - o HETAC [trainings](#)
 - o HETAC [back-to-school resources](#)
 - o CDE [training modules](#)

Student/Families Receive Appropriate Referrals (i.e. supplies, housing, health/well-being)

- ☐ Check in with your LEA teams and community partners. Any new resources? Any staff changes?
- ☐ OC Community Resources/Family Housing Assistance- <https://211oc.org/>
GetHelpOC@unitedwayoc.org
- ☐ Children's Home Society of CA (CHS) - [subsidized child care](#)

Data and Dollars

Documents identification, compliance, and funding expenditures.

- o Who reports what?
- o Do you have access to the data and funding (Title 1 Set-Aside, ARP)?
- ☐ [Census Day](#) – First Wednesday in October, data uploaded to CDE, generates LCFF.
- ☐ [CALPADS](#) – Access & Review:
 - o 5.4 Homeless Students Enrolled
 - o 5.5 Homeless Student List
- ☐ [CARS](#) – Requires liaison ID, list of school staff trained, date of Board policies, Title 1 allocation and expenditures.