



Homeless Education

Guidance for Utilizing the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths

As outlined in the [Arizona ESEA Consolidated State Plan](#), local education agencies (LEAs), including charters, in the State of Arizona are **required** to utilize the [Arizona Student Residency Questionnaire](#) and [The Educational Rights of Homeless Children and Youths](#). Please reference the following guidance to ensure compliance with statutory requirements when developing these required documents.

Requirements to Ensure Statutory Compliance when Developing Required Documents

- LEAs must convert the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths documents into an editable format to make required modifications. Please reference the [Instructions for Converting Sample Documents for LEA Use](#) resource for assistance with this process.
- **LEA modifications to the Arizona Student Residency Questionnaire must follow the following guidelines:**
 - Replace the Arizona Department of Education Homeless Education logo with the LEA's logo.
 - Add any additional questions that may enhance the LEA's ability to identify students experiencing homelessness.
 - Add any additional information that may be pertinent for individuals completing this form to be aware of.
 - Do **NOT modify or remove** any existing questions, information, or elements.
- **LEA modifications to The Educational Rights of Homeless Children and Youths must follow the following guidelines:**
 - LEAs may **NOT** omit or withhold access to information about **all** of the rights as outlined in the McKinney-Vento Homeless Assistance Act. The Educational Rights of Homeless Children and Youths resource was developed to include information about all of the rights within the law, therefore LEAs may **NOT** omit of any of the information included.
 - Fill in all information requested for the LEA Homeless Liaison in the designated space. Do **NOT** remove the State Homeless Education Program Coordinator information.

Statutory Requirements

- Provision of both the Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths is required at any time enrollment is requested and twice annually ([42 U.S.C. § 11432 \(g\)\(3\)](#)).
- LEAs may not require completion of the Student Residency Questionnaire for enrollment or eligibility determinations, as doing so may impose a barrier to the identification, immediate enrollment, and retention of students experiencing homelessness ([42 U.S.C. § 11432 \(g\)\(1\)\(I\)](#)).
- Parents, guardians, caregivers, and youth must be provided the opportunity to complete the Student Residency Questionnaire and access the accompanying Educational Rights of Homeless Children and Youths at any point in the year ([42 U.S.C. § 11432 \(g\)\(1\)\(I\)](#)).

- The Student Residency Questionnaire and accompanying Educational Rights of Homeless Children and Youths must be included in all versions and formats of an LEA's enrollment tool. This includes physical and online formats [\(42 U.S.C. § 11432 \(g\)\(1\)\(I\)\)](#).
- LEAs must ensure that parents, guardians, caregivers, and youth receive the Student Residency Questionnaire and accompanying Educational Rights of Homeless Children and Youths in a manner and form understandable to them, including, if necessary in their native language [\(42 U.S.C. § 11432 \(e\)\(3\)\(C\)\(iii\)\)](#).



Homeless Education

Arizona Student Residency Questionnaire

Information contained on this form is confidential and used to determine whether a child or youth meets the definition of homeless under the McKinney-Vento Act. The Education for Homeless Children and Youth (EHCY) program as authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Please note, false claims about living situations may affect enrollment.

Section A

Today's date: _____

Name of individual completing this form: _____

Your telephone number: _____ Your email address: _____

Student name: _____

Last school attended: _____ Current grade: _____ Birth date: _____

Do you have additional children attending school in our district? Yes No

Do you have children of the preschool age? Yes No

Please provide information about additional children attending school in our district or of preschool age.

| Last Name | First Name | Grade | School | District |
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Address of where the student slept last night: _____

Is this address based on a temporary living arrangement due to the loss of housing? Yes No

(Examples: sharing the housing with others due to economic hardship or similar reason; hotel/motel; shelter; transitional housing; car; park; campsite; and inadequate housing, including no running water, electricity, or adequate space)

NOTE: If you checked "No" to the temporary living arrangement, you may STOP here. If you checked "Yes", please continue to the next section.

Section B

Name of the parent/guardian/adult caring for the student: _____

Relationship to the student: _____

If the address you provided in section A is based on a temporary living arrangement, is it due to loss of housing or economic hardship? Yes No

Please place an "X" in each box that best describes where the student sleeps at night.

- In a place that does not have windows, doors, running water, heat, electricity, or overcrowded
- Staying with a friend or relative because of loss of housing, economic hardship, or similar reason
(Example: eviction, foreclosure, fire, flood, lost job, divorce, domestic violence, kicked out by parents, ran away from home)
What date did you begin staying here? _____
- In a shelter/transitional housing program (name of agency): _____
What date did you begin staying here? _____
- In an unsheltered location (e.g. tent, vehicle, abandoned building, streets, campground, park, bus/train station, or similar place)
Provide the main cross streets of this unsheltered location: _____
- In a hotel/motel (name of hotel/motel & address) _____
What date did you begin staying here? _____
- With an adult that is not a parent or court appointed legal guardian
- Alone, not in the care of a parent or court appointed legal guardian
- None of the above (Please explain): _____

The following signature certifies that the information provided above is accurate. False claims about living situations may affect enrollment.

Signature of Person Providing Information
Parent/Legal guardian/Caregiver/Student

Date

For School Use Only

Please note, the student's cumulative file should not include a copy of this form. **Do not make copies of this form.** If Section B is filled out, please notify the LEA Homeless Education Liaison, and provide the original form to them.

Name of school site personnel who enrolled the student: _____

Please check the housing types that apply:

Sheltered Doubled-up Unsheltered/FEMA/Substandard Hotel/Motel

Unaccompanied youth: Yes No Transportation to school of origin needed: Yes No

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| Date received by Homeless Liaison _____ |
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The LEA/Charter District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:

The term “homeless children and youth”— means individuals who lack a fixed, regular, and adequate nighttime residence [\[42 U.S.C. § 11434a\(2\)\]](#).

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,
- living in emergency or transitional shelters; or are abandoned in hospitals,
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.

To remove educational barriers for children and youths experiencing homelessness, the McKinney-Vento Act mandates the following: **Immediate Enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school [42 U.S.C. §11432(g)(3)(C)].

School Selection and Maintained Enrollment: McKinney Vento eligible students have a right to select from the options outlined below. Students may remain enrolled in their selected schools for the duration of homelessness, and until the end of the academic year upon which they are permanently housed or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend. [42 U.S.C. §11432(g)(3)(A), 42 U.S.C. §11432(g)(3)(B) and 42 U.S.C. §11432(g)(3)(I) (i)].

| School of Origin | School of Residency |
|---|--|
| The school the student attended when permanently housed | The school in the attendance area in which the student currently resides |
| The school in which the student was last enrolled | |

Transportation Services: McKinney-Vento eligible students attending their School of Origin have a right to transportation to and from the School of Origin [42 U.S.C. §11432(g)(1)(J)(iii)].

Participation in Programs: McKinney-Vento eligible students are guaranteed the right to services comparable to services offered to other students in the school [42 U.S.C. §11432(g)(4) & (6)(iii)].


Unaccompanied Youth Experiencing Homelessness: McKinney-Vento eligible students are guaranteed the right to immediate enrollment without proof of guardianship [42 U.S.C. §1432(g)(1)(H)(iv)].

Access to Extracurricular Activities: Removal of barriers to accessing academic and extracurricular activities for homeless students who meet relevant eligibility criteria [42 U.S.C. §11432(g)(1)(F)(iii)].

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district [42 U.S.C. §11432(g)(3)(E)].

Appointment of a Local Homeless Liaison: The McKinney-Vento Act mandates the appointment of a local Homeless Liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are enrolled in and have a full and equal opportunity to succeed in school [42 U.S.C. §11432(g)(1)(J)(ii) and U.S.C. §11432(g)(6)(A)].

For more information, refer to [Arizona Department of Education, Homeless Education, 42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths, and the AZ State ESSA Plan](#). You may also contact:

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| <p>LEA Homeless Liaison</p> <p>LEA Name</p> <p>LEA Homeless Liaison Office Address</p> <p>LEA Homeless Liaison Phone Number</p> <p>LEA Homeless Liaison Email address</p> | <p>State Homeless Education Program Coordinator</p> <p>Arizona Department of Education</p> <p>1535 W. Jefferson Street</p> <p>Phoenix, AZ 85007</p> <p>(602) 542-4963</p> <p>Homeless@azed.gov</p>  |
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