District 318 HOMELESS STUDENT IDENTIFICATION

Identification by:

School Social Workers School Secretaries Liaisons Early Childhood Health Services Staff Guidance Counselors Administrators

Communication:

1. Staff person communicates name of homeless student to site administrator.

Needs Assessment:

Administrator or designee:

- 1. Completes "Homeless Needs Assessment" and "Free Lunch Eligibility" forms.
- 2. Faxes forms to D.O. attention Food Services.
- 3. E-mails District Food Services to inform them fax has been sent.

Data Entry:

- 1. Food Services and Homeless Liaison update student lunch status.
- 2. Homeless Coordinator submits student name to building secretary who records homeless status into Infinite Campus.



Spring Data Review:

1. Social Workers, Spec. Ed. Director and Homeless Coordinator analyze Homeless Needs Assessment Data and project needs for the coming school year.