



Homeless Tracking System (HTS) on SIS Web Guide

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Homeless Tracking System (HTS) Guide

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URL and Notes Page

Getting Started:

Your Security Coordinator should set up access to the Homeless Tracking System on Student Information System (SIS) for you. You will use LEADS ID and Password to access SIS.

Use the LEADS Portal URL: <https://leads3.doe.louisiana.gov/ptl>.

1. You will probably want to add this address to your favorites to make accessing the Portal easier or add a shortcut icon to your desktop.
2. While Web SIS may work on other browsers, like Safari and Firefox, it is only supported on Internet Explorer.
3. Web SIS was programmed to be best viewed at a resolution of 1024 by 768. If you use a lower resolution, you will have to scroll to see the entire page. Check with your IT person to reset your screen resolution.
4. You must have a recent version of Adobe Acrobat Reader on your computer.

Troubleshooting:

If you have problems getting the applications to display properly, it is probably due to either your browser's pop-up blocker or security and privacy settings. Check the following Internet Explorer options:

Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.

Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter <https://leads3.doe.louisiana.gov/sis> in the "Address of Web site to allow" field.

Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker".

HTS on SIS: Introduction

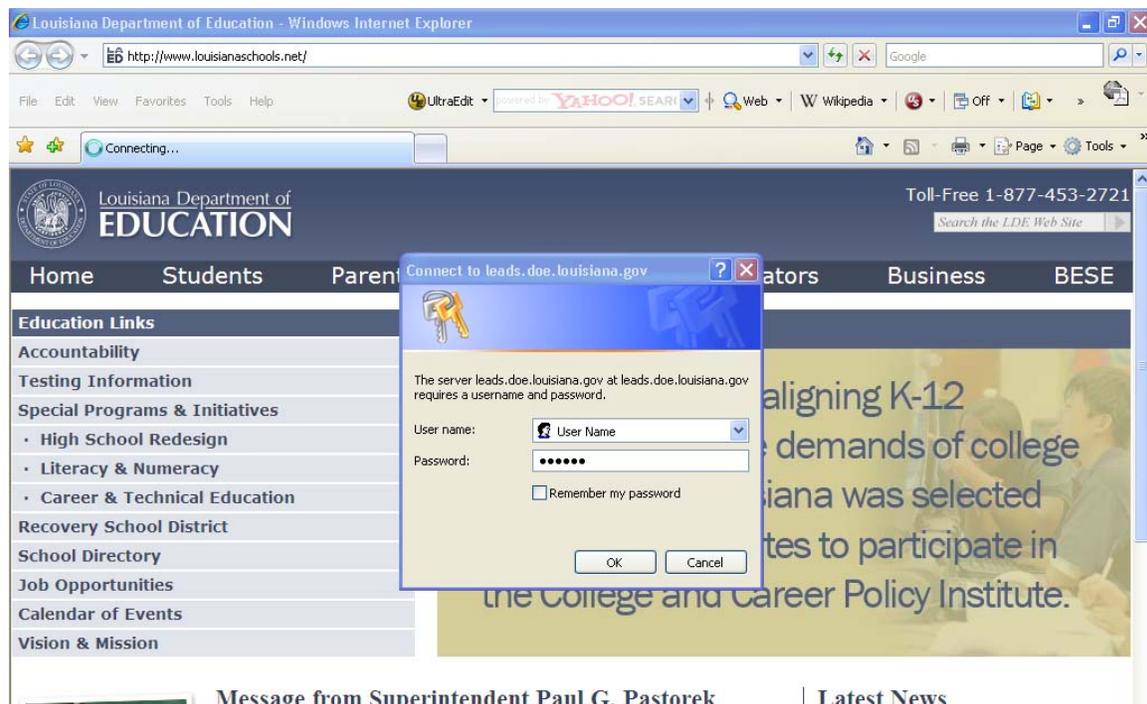
This guide will give a basic overview of searching for students, adding and updating your data online, and generating reports.

What Data Gets Entered into HTS?

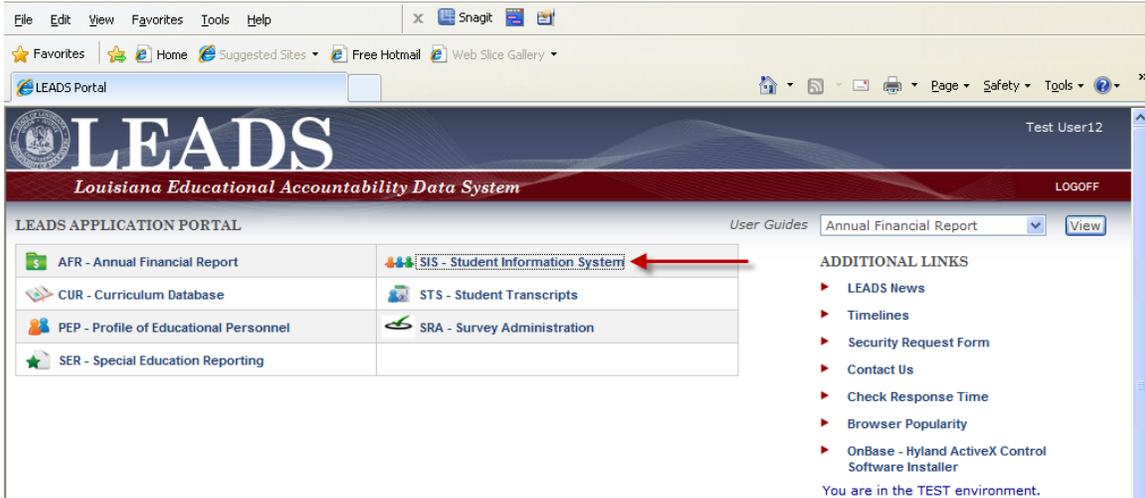
- Cumulative Monthly Activity Logs
- Other served children (nonpublic and underage siblings) must be entered manually
- Most fields and students for HTS come from SIS
- Extract points from SIS are October, February and EOY
- Public students are imported from SIS but can be entered manually outside of normal collection periods
- HTS data will be linked to other data contained in SIS and LEDRS, such as discipline, attendance and test scores
- Laverne Dunn is our State Coordinator of Homeless Education: 225-342-0153, laverne.dunn@la.gov

Logon to SIS on the Web System

Using Internet Explorer, open a web page and enter the URL for LEADS Portal: <https://leads3.doe.louisiana.gov/ptl>. A Connection box will pop-up. Log on with your LEADS portal ID and password.



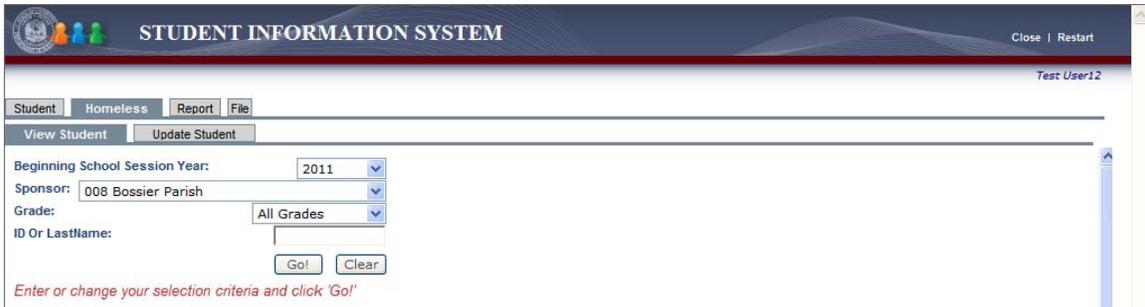
This will bring you to the LEADS Portal Home Page:



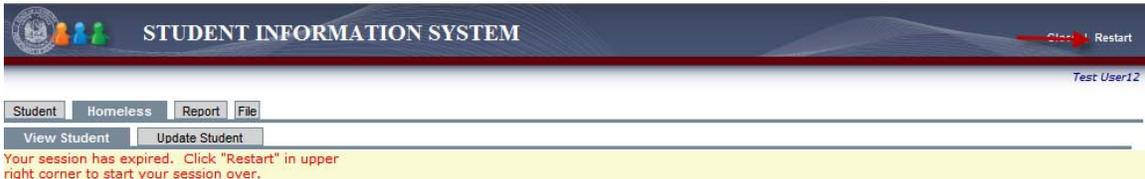
Click on “Student Information” to enter SIS.

SIS Initial Screen

This is the initial screen of the Student Information System (SIS).



Note: If during your session you should time out, click the Restart button in the upper right corner. This will refresh your session and bring you back to the Initial Screen.



Navigation Sections and Function Interfaces

The screen below shows the Function Interface with the choices of the **Student Section** and the **View function**. The Function Interface appearance will change as you choose different Section and Function tab combinations. Typical tasks include searching, requesting reports and updating data.

The Student Section allows you to view student records. Also, you can search for a student in the View Function.

The screenshot displays the SIS interface with a header bar containing a logo and the text "SIS SYSTEM". Below the header, there are two rows of tabs. The top row contains tabs for "Student", "Homeless", "Report", and "File". The bottom row contains a "View" tab. Two callout boxes provide instructions: one pointing to the top row of tabs stating "The Tabs on the top row navigate between the sections" and another pointing to the bottom row of tabs stating "The Tabs on the bottom row show the allowed functions of SIS per section". Below the tabs, there is a search form with the following fields and options:

- Beginning School Session Year: 2010 (dropdown)
- Processing Period: Oct. 1 MFP (dropdown)
- Sponsor: 008 Bossier Parish (dropdown)
- Site: All Sites (dropdown)
- Grade: All Grades (dropdown)
- ID or Last Name (optional): (text input)
- Buttons: Go!, Clear

Enter or change your selection criteria and click Go!

Searching in Student View

You can search for a student in several specific ways using the drop down boxes. Choose the School Year, Processing Period, Sponsor, and Site. You can also choose to view either a specific grade or only one student.



The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top left is a logo with three stylized figures (orange, blue, green) and the text 'STUDENT INFORMATION SYSTEM'. Below the logo is a navigation bar with tabs: 'Student', 'Homeless', 'Report', and 'File'. Underneath is a 'View' tab. The main search area contains several drop-down menus: 'Beginning School Session Year' (set to 2010), 'Processing Period' (set to Feb 1 MFP), 'Sponsor' (set to 008 Bossier Parish), 'Site' (set to All Sites), and 'Grade' (set to All Grades). There is also a text input field for 'ID or Last Name (optional)'. Below the input field are 'Go!' and 'Clear' buttons. At the bottom of the form, there is a red italicized instruction: 'Enter or change your selection criteria and click Go!'.

Using the drop down boxes, choose the options you have for the various parameters. This screen shows how to search for a student by name for the parameters of the **2010-2011 School Year, Feb I MFP**, in **Sponsor 008**. Once you have your criteria selected, hit the “GO” button; potential matches will appear in a window below the drop down boxes.

If you see the student you want to take a closer look at, click on their underlined ID field to pull up their Student Profile record. From here, you will have the option to select other record types and information. These include enrollment, class schedules, as well as discipline actions.

From this screen, you may either change some of your search criteria or click the Clear button to reset all parameter fields. You will need to hit the “Go” button to initiate your new search.

Notes:

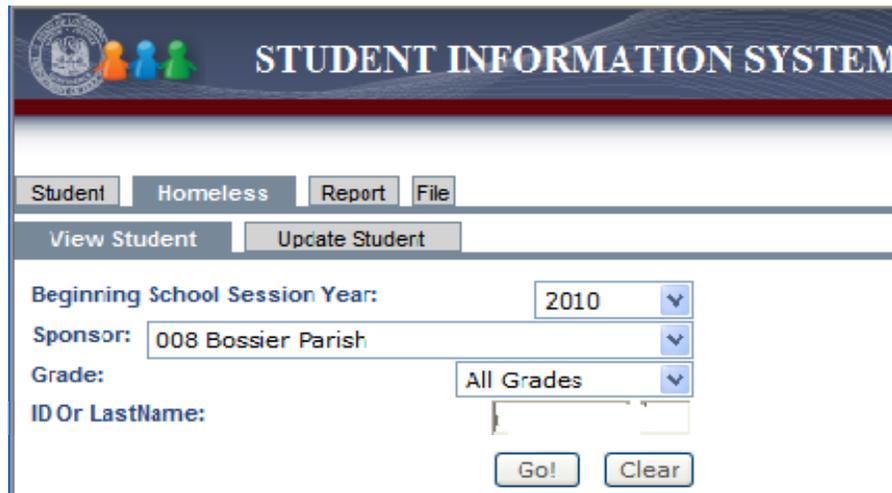
The search is School Year and Period specific for a specific Student ID. If you want a list of all students in a specific Sponsor, Site, and Grade, you can use the other filters. If you search by ID, SIS searches all LEAs for that year and collection period and ignores the other parameters listed. If you search by a name, such as “Smith”, your search will be bound by other criterion fields such sponsor, site, or grade.

Searching in Homeless, View Student

You can search for sub-category, homeless students in the same way that you can public school students that are submitted through SIS submissions. Whereas all public school students can be found through the Student, View tabs, only homeless students may be found through the Homeless, View Student tabs. Homeless students also include underage siblings and homeless students from private schools; however, these will have to be entered manually into the Homeless System.

Note: No homeless services data will be over-written when homeless students are rolled over from SIS.

Choose the School Year, Processing Period, Sponsor, and Site. You can also choose to view either a specific grade or only one student.



The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, there is a navigation bar with tabs for 'Student', 'Homeless', 'Report', and 'File'. Below this, there are two sub-tabs: 'View Student' and 'Update Student'. The search form includes the following fields and options:

- Beginning School Session Year:** A dropdown menu set to '2010'.
- Sponsor:** A dropdown menu set to '008 Bossier Parish'.
- Grade:** A dropdown menu set to 'All Grades'.
- ID Or LastName:** An empty text input field.

At the bottom of the form are two buttons: 'Go!' and 'Clear'.

Using the drop down boxes, choose the options you have for the various parameters. This screen shows how to search for a student by name for the parameters of the **2010-2011 School Year** in **Sponsor 008**. Once you have your criteria selected, hit the “GO” button; potential matches will appear in a window below the drop down boxes.

If you see the student you want to take a closer look at, click on their underlined ID field to pull up their Homeless Student record.

The screenshot displays the 'STUDENT INFORMATION SYSTEM' interface. At the top, there are navigation tabs: 'Student', 'Homeless', 'Report', and 'File'. Below these are 'View Student' and 'Update Student' buttons. A search form on the left includes fields for 'Beginning School Session Year' (2010), 'Sponsor' (008 Bossier Parish), 'Grade' (All Grades), and 'ID Or LastName' (91999 1991). A red arrow points to the underlined ID field '91999 1991' in the search results table below. The search results table has columns for 'Student ID', 'Student Name', and 'Sponsor Code'. The detailed record on the right, titled 'Homeless Student', provides the following information:

- Beginning School Session Year: 2010
- Sponsor: 008 Bossier Parish
- Student ID Number: 91999 1991
- Local ID Num: [Redacted]
- Name: Timothy Pugh
- Birth Date: 12/29/2003
- Sex: M
- Ethnicity: Non-Hispanic, White
- Grade: FIRST
- Homeless: SHELTERS
- Homeless Reason: OTHER
- Homeless Student Type: PUBLIC
- Services Provided Flag: N
- Unaccompanied Youth Flag: N
- Special Education Indicator:
- English Proficiency: 01 FULLY ENGLISH PROFICIENT
- Eligibility Begin Date: 8/11/2010
- Eligibility End Date:
- Last Updated: 7/12/2011

From here, you will have the option to select Homeless Service records and information.

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, there are navigation tabs: 'Student', 'Homeless', 'Report', and 'File'. Below these are 'View Student' and 'Update Student' buttons. The main area is divided into two sections: 'Homeless Student' and 'Homeless Service'. The 'Homeless Student' section contains search filters: 'Beginning School Session Year' (2010), 'Sponsor' (008 Bossier Parish), 'Grade' (All Grades), and 'ID Or LastName' (0000000000). There are 'Go' and 'Clear' buttons. The 'Homeless Service' section shows student details: 'Stud. ID: 00000000', 'Name: Ethmer Ford', 'Enrolled: 8/11/2010', and 'Site: 008023 Plantation Park Elementary School'. Below this is a table of services with columns for months from Jul 2010 to Jun 2011. The 'Teacher school/personnel conference' row has a checked box in the Jun 2011 column.

Service	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Teacher school/personnel conference	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Parent conference	<input type="checkbox"/>											
Telephone conference	<input type="checkbox"/>											
Shelter/personnel conference	<input type="checkbox"/>											
Behavior concerns addressed	<input type="checkbox"/>											
Academic concerns addressed	<input type="checkbox"/>											
Tutoring, Saturday school, cultural enrichment activities	<input type="checkbox"/>											
Monitored attendance	<input type="checkbox"/>											
Addressed housing needs	<input type="checkbox"/>											
Addressed concerns regarding neglect, abuse, or guardianship	<input type="checkbox"/>											
Transportation-Medical/School	<input type="checkbox"/>											
Shelter, home, or school visit	<input type="checkbox"/>											
Medical, evaluation or counseling services	<input type="checkbox"/>											

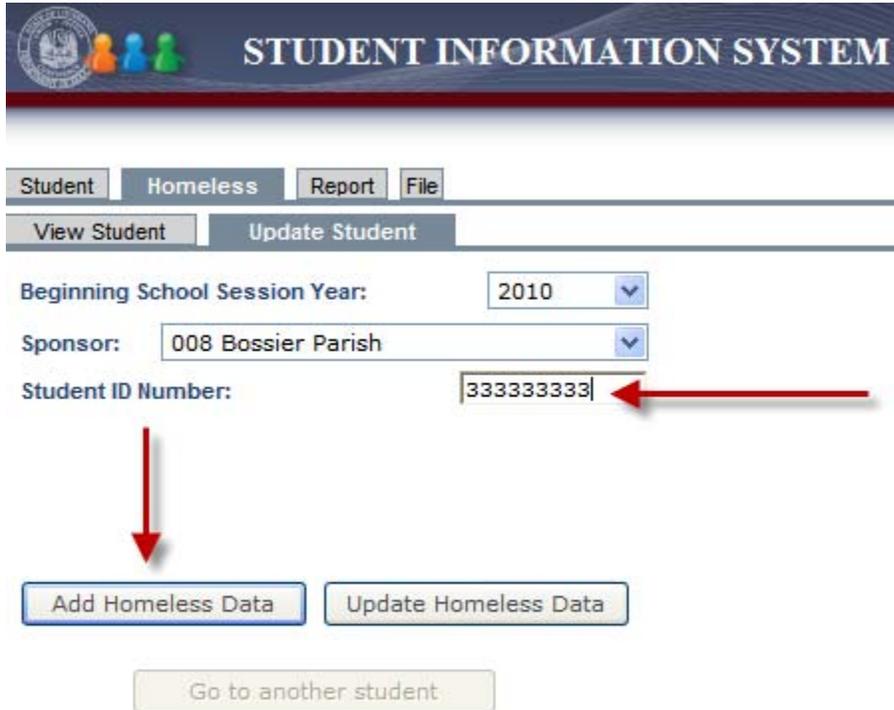
From this screen, you may either change some of your search criteria or click the Clear button to reset all parameter fields. You will need to hit the “Go” button to initiate your new search.

Notes:

The search is School Year specific for a specific Student ID. If you want a list of all students in a specific Sponsor and Grade, you can use the other filters. If you search by ID, SIS searches all LEAs for that year and ignores the other parameters listed. If you search by a name, such as “Smith”, your search will be bound by other criterion fields, such as sponsor or grade.

Adding a New Homeless Student

Choose the Homeless section and the Update Student function. Enter the new homeless (or underage sibling's or private school student's) student ID and click "Add Homeless Data".



The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. The 'Homeless' section is selected, and the 'Update Student' function is active. The 'Beginning School Session Year' is set to 2010, and the 'Sponsor' is 008 Bossier Parish. The 'Student ID Number' field contains the value 333333333, which is highlighted with a red arrow. Below the form, the 'Add Homeless Data' button is highlighted with a red arrow, and the 'Update Homeless Data' button is also visible. A 'Go to another student' button is located at the bottom of the form.

Enter Student ID Number and click 'Add Homeless Data' or 'Update Homeless Data'.

Enter the new student's Profile information. Instructions, information, and error messages appear in RED at the bottom of the update section.

STUDENT INFORMATION SYSTEM

Student | Homeless | Report | File

View Student | Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 333333333

Add Homeless Data | Update Homeless Data

Go to another student

Homeless Student | Homeless Service

Beg Schl Sess Yr: 2010 Mode: Add
Status: Pending

Sponsor: Bossier Parish

Student ID Number: 333333333 Local ID Num: []

Name: First: Daffy Middle: [] Last: Duck Suffix: []

Unaccompanied Youth: N NO
Services Provided: Y YES
Eligibility Begin Date: 08/17/2010
Eligibility End Date: []

Birth Date: 11/08/1993 Sex: M MALE

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Homeless: 4 HOTEL/MOTEL Homeless Student Type: Select one
Homeless Reason: 04 TROPICAL STORM Grade: Select one

Update Database

Enter the Homeless Student information for the new student and click "Update Database".

Instructions, information, and error messages appear in RED at the bottom of the update section.

Once you have completed your data entry, press the "Update Database" button.

If data does not pass validation, you will get an error message and number that corresponds to the *SIS User Guide*. The data in the field in error will also change to red, as in the example that follows.

STUDENT INFORMATION SYSTEM Close

Student | Homeless | Report | File

View Student | Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 33333333

Add Homeless Data | Update Homeless Data

Go to another student

Homeless Student | Homeless Service

Beg Schl Sess Yr: 2010 Mode: Add
Status: Error

Sponsor: Bossier Parish

Student ID Number: 33333333 Local ID Num:

Name: First: DAFFY Middle: Last: DUCK Suffix:

Unaccompanied Youth: N NO

Services Provided: Y YES

Eligibility Begin Date: 08/17/2010

Eligibility End Date:

Birth Date: 11/08/1894 Sex: M MALE

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

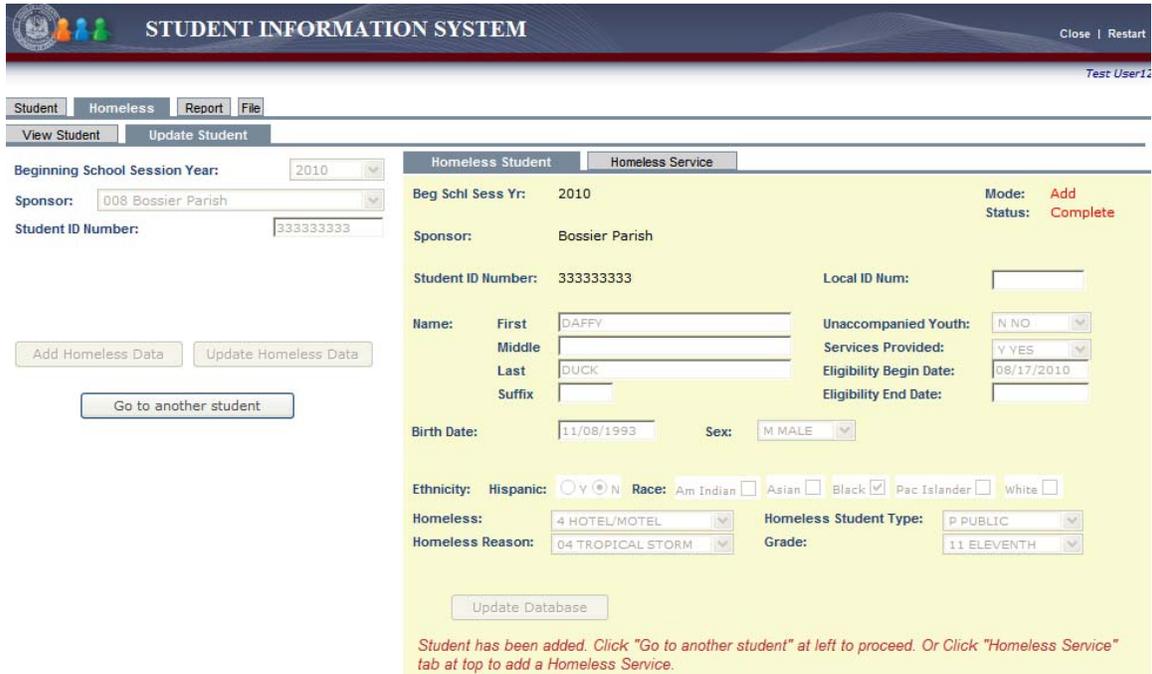
Homeless: 4 HOTEL/MOTEL Homeless Student Type: P PUBLIC

Homeless Reason: 04 TROPICAL STORM Grade: 11 ELEVENTH

Update Database

240 - Invalid Birth Date

Correct the incorrect field and press the “Update Database” button again. If you have corrected the problem and have no other errors, you will be able to move on to the Homeless Service tab.



STUDENT INFORMATION SYSTEM Close | Restart
Test User12

Student Homeless Report File

View Student Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 333333333

Add Homeless Data Update Homeless Data

Go to another student

Homeless Student Homeless Service

Beg Schl Sess Yr: 2010 Mode: Add
Status: Complete

Sponsor: Bossier Parish

Student ID Number: 333333333 Local ID Num:

Name: First DAFFY Middle Unaccompanied Youth: N NO
Last DUCK Eligibility Begin Date: 08/17/2010
Suffix Eligibility End Date:

Birth Date: 11/08/1993 Sex: M MALE

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Homeless: 4 HOTEL/MOTEL Homeless Student Type: P PUBLIC
Homeless Reason: 04 TROPICAL STORM Grade: 11 ELEVENTH

Update Database

Student has been added. Click "Go to another student" at left to proceed. Or Click "Homeless Service" tab at top to add a Homeless Service.

Since this student has now passed the initial validation tests, you can move on to the Homeless Service tab.

Click on the Homeless Service Tab. Indicate site at which services were provided on the drop-down menu and check service boxes per month. An asterisk next to a site upon save of data indicates that services are provided at this site. The pencil-thin scroll bar to the right will allow you to scroll down through all services available. Once you are happy with this data, you must hit the “Save” button. Assuming what you entered is respectable, you will get a message like the one illustrated below.

STUDENT INFORMATION SYSTEM Close | Restart
Test User12

Student Homeless Report File
View Student Update Student

Beginning School Session Year: 2010
Sponsor: 008 Bossier Parish
Student ID Number: 33333333

Add Homeless Data Update Homeless Data
Go to another student

Homeless Student Homeless Service
Stud. ID: 333-33-3333 Name: DAFFY DUCK
Enrolled: 08/17/2010 -
Site: 008009 Bossier High School * indicates Services at Site

Service	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Teacher school/personnel conference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent conference	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Telephone conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shelter/personnel conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutoring, Saturday school, cultural enrichment activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Monitored attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Addressed housing needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressed concerns regarding neglect, abuse, or guardianship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

STUDENT INFORMATION SYSTEM Close | Restart
Test User12

Student Homeless Report File
View Student Update Student

Beginning School Session Year: 2010
Sponsor: 008 Bossier Parish
Student ID Number: 33333333

Add Homeless Data Update Homeless Data
Go to another student

Homeless Student Homeless Service
Stud. ID: 333-33-3333 Name: DAFFY DUCK
Enrolled: 08/17/2010 -
Site: 008009 Bossier High School * indicates Services at Site

Service	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Teacher school/personnel conference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent conference	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Telephone conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shelter/personnel conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutoring, Saturday school, cultural enrichment activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Monitored attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Addressed housing needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressed concerns regarding neglect, abuse, or guardianship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

Changes Saved

You will get the message, “Changes Saved”.

Updating an Existing Homeless Record

You may update an existing homeless student's record. While in the **Homeless** Section tab, choose the **Update Student** function tab. Enter the Student's ID and choose **Update Homeless Data**.

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, there is a navigation bar with tabs for 'Student', 'Homeless', 'Report', and 'File'. Below this, there are sub-tabs for 'View Student' and 'Update Student'. The 'Update Student' sub-tab is active. The form contains the following fields:

- Beginning School Session Year:** A dropdown menu with '2010' selected.
- Sponsor:** A dropdown menu with '008 Bossier Parish' selected.
- Student ID Number:** A text input field containing '33333333'. A red arrow points to this field from the right.

Below the form, there are three buttons:

- Add Homeless Data** (highlighted with a blue border)
- Update Homeless Data**
- Go to another student**

You must enter a 9-digit Student ID Number.

Notice in the upper right corner of the Homeless Student screen, the Mode Update and the Status is “Pending”.

Modify Homeless Student data as needed and click “Update Database”.

The screenshot shows the 'Homeless Student' screen in the Student Information System. The 'Mode' is set to 'Update' and the 'Status' is 'Pending'. A red arrow points to the 'Update Database' button at the bottom of the form. The form contains the following data:

Beginning School Session Year:	2010	Beg Schl Sess Yr:	2010	Mode:	Update
Sponsor:	008 Bossier Parish	Sponsor:	Bossier Parish	Status:	Pending
Student ID Number:	33333333	Student ID Number:	33333333	Local ID Num:	
Name: First: DAFFY		Unaccompanied Youth:		N NO	
Middle:		Services Provided:		Y YES	
Last: DUCK		Eligibility Begin Date:		8/17/2010	
Suffix:		Eligibility End Date:			
Birth Date:	11/8/1993	Sex:	M MALE		
Ethnicity: Hispanic: <input type="radio"/> Y <input checked="" type="radio"/> N		Race: Am Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input checked="" type="checkbox"/> Pac Islander <input type="checkbox"/> White <input type="checkbox"/>			
Homeless:	4 HOTEL/MOTEL	Homeless Student Type:	P PUBLIC		
Homeless Reason:	04 TROPICAL STORM	Grade:	11 ELEVENTH		
Update Database		Delete this Student		Cancel	

Modify Homeless Student data as needed and click "Update Database". Click "Delete this Student" to delete this student and services. Click the "Homeless Service" tab above to access this student's Services data.

Notice the Mode is still showing as Update and the Status has changed to “Complete”.

The screenshot shows the 'Homeless Student' screen in the Student Information System. The 'Mode' is still 'Update' but the 'Status' has changed to 'Complete'. A red arrow points to the 'Update Database' button at the bottom of the form. The form contains the following data:

Beginning School Session Year:	2010	Beg Schl Sess Yr:	2010	Mode:	Update
Sponsor:	008 Bossier Parish	Sponsor:	Bossier Parish	Status:	Complete
Student ID Number:	33333333	Student ID Number:	33333333	Local ID Num:	
Name: First: DAFFY		Unaccompanied Youth:		N NO	
Middle: D.		Services Provided:		Y YES	
Last: DUCK		Eligibility Begin Date:		08/17/2010	
Suffix:		Eligibility End Date:			
Birth Date:	11/08/1993	Sex:	M MALE		
Ethnicity: Hispanic: <input type="radio"/> Y <input checked="" type="radio"/> N		Race: Am Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input checked="" type="checkbox"/> Pac Islander <input type="checkbox"/> White <input type="checkbox"/>			
Homeless:	4 HOTEL/MOTEL	Homeless Student Type:	P PUBLIC		
Homeless Reason:	04 TROPICAL STORM	Grade:	11 ELEVENTH		
Update Database		Delete this Student		Cancel	

Student has been updated. Click "Go to another student" at left to proceed. Or Click "Homeless Service" tab at top to add a Homeless Service.

Note: If there had been a problem with updating the database, the status would remain “Pending” and you would see an error notice.

To Update Services

Click the “Homeless Service” tab to access this student’s Services data.

STUDENT INFORMATION SYSTEM Close | Restart

Student Homeless Report File

View Student Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 33333333

Add Homeless Data Update Homeless Data

Go to another student

Homeless Student Homeless Service

Beg Schl Sess Yr: 2010 Mode: Update Status: Pending

Sponsor: Bossier Parish

Student ID Number: 33333333 Local ID Num: |

Name: First DAFFY Middle Unaccompanied Youth: N NO Last DUCK Services Provided: Y YES Suffix Eligibility Begin Date: 8/17/2010 Eligibility End Date:

Birth Date: 11/8/1993 Sex: M MALE

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Homeless: 4 HOTEL/MOTEL Homeless Student Type: P PUBLIC

Homeless Reason: 04 TROPICAL STORM Grade: 11 ELEVENTH

Update Database Delete this Student Cancel

Modify Homeless Student data as needed and click "Update Database". Click "Delete this Student" to delete this student and services. Click the "Homeless Service" tab above to access this student's Services data.

Make changes and click save.

STUDENT INFORMATION SYSTEM Close | Restart

Student Homeless Report File

View Student Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 33333333

Add Homeless Data Update Homeless Data

Go to another student

Homeless Student Homeless Service

Stud. ID: 333-33-3333 Name: DAFFY D. DUCK

Enrolled: 8/17/2010 -

Site: *008009 Bossier High School * indicates Services at Site

Service	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Teacher school/personnel conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent conference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone conference	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelter/personnel conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic concerns addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutoring, Saturday school, cultural enrichment activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressed housing needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressed concerns regarding neglect, abuse, or guardianship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

To Delete a Student

Click “Delete this Student” to delete this student and related services.

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. The 'Homeless Student' tab is active. The student's name is DAFFY, DUCK. The 'Mode' is 'Update' and the 'Status' is 'Pending'. A red arrow points to the 'Delete this Student' button. Below the form, there is a red instruction: 'Modify Homeless Student data as needed and click "Update Database". Click "Delete this Student" to delete this student and services. Click the "Homeless Service" tab above to access this student's Services data.'

Notice the Mode is showing as Delete and the Status has changed to “Confirming”.

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. The 'Homeless Student' tab is active. The student's name is DAFFY, DUCK. The 'Mode' is 'Delete' and the 'Status' is 'Confirming'. A red arrow points to the 'Delete this Student' button. Below the form, there is a red instruction: 'Click "Delete this Student" again to confirm that you want to DELETE THIS STUDENT AND ALL HIS SERVICES or click "Cancel" if you do not want to delete this student.'

Click “Delete this Student” again to confirm that you want to DELETE THIS STUDENT AND ALL HIS SERVICES.

Student Homeless Report File

View Student Update Student

Beginning School Session Year:

Sponsor:

Student ID Number:

Add Homeless Data Update Homeless Data

Go to another student

Homeless Student		Homeless Service	
Beg Schl Sess Yr:	2010	Mode:	Delete
Sponsor:	Bossier Parish	Status:	Complete
Student ID Number:	33333333	Local ID Num:	<input type="text"/>
Name: First	<input type="text" value="DAFFY"/>	Unaccompanied Youth:	<input type="text" value="N NO"/>
Middle	<input type="text" value="D."/>	Services Provided:	<input type="text" value="Y YES"/>
Last	<input type="text" value="DUCK"/>	Eligibility Begin Date:	<input type="text" value="8/17/2010"/>
Suffix	<input type="text"/>	Eligibility End Date:	<input type="text"/>
Birth Date:	<input type="text" value="11/8/1993"/>	Sex:	<input type="text" value="M MALE"/>
Ethnicity: Hispanic:	<input type="radio"/> Y <input checked="" type="radio"/> N	Race: Am Indian	<input type="checkbox"/>
		Asian	<input type="checkbox"/>
		Black	<input checked="" type="checkbox"/>
		Pac Islander	<input type="checkbox"/>
		White	<input type="checkbox"/>
Homeless:	<input type="text" value="4 HOTEL/MOTEL"/>	Homeless Student Type:	<input type="text" value="P PUBLIC"/>
Homeless Reason:	<input type="text" value="04 TROPICAL STORM"/>	Grade:	<input type="text" value="11 ELEVENTH"/>
Update Database		Delete this Student	
Cancel			

Student has been deleted. Click "Go to another student" to proceed.

Homeless Tracking Reports

The Report Section is organized by report groups. The report group, Homeless Reports, contains the reports for the Homeless Tracking System.

STUDENT INFORMATION SYSTEM

Student Homeless **Report** File

View

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout Corrections/EOY	HOMR10	Aggregated Count By LEA By Homeless
Special Reports	HOMR11	Homeless Roster
FNS and Direct Cert Reports	HOMR12	Primary Nighttime Residence By Homeless Code
End of Year Reports	HOMR13	Homeless Served
Year-Round Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Audit Reports	HOMR21	LEA Annual Count
504 Reports		
Homeless Reports		
Cohort Reports		

HOMR07 - Homeless Comparison Report

Beginning Schl Sess Yr: 2010

Processing Period: Oct. 1 MFP

Request this Report

Enter your selection criteria and click 'Request this Report'

Requesting a Report

1. Select the Report tab.
2. Click on “Homeless Reports”.
3. Click desired report.
4. Once the report parameters screen shows up, you may choose to override the defaults. Select applicable criteria, such as Beginning School Session Year and applicable SIS Processing Period for HOMR07 Homeless Comparison Report.
5. Request the Report.
6. The Report will show up in a pop up or another window (depending on your Adobe settings and version) as a PDF.

Note: These reports process real-time. They do not process in a queue, and you can only request one report at a time.

Homeless Comparison Report (HOMR07)

This report shows the number of homeless student enrollments sorted by Sponsor Code as of applicable Beginning School Session Year and SIS Processing Period. It includes current year data in comparison to previous year data. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update. The last page of the Homeless Comparison Report contains yearly totals.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR07-Homeless Comparison Report”.

If all steps have been completed, you should see the screen below.

Note: Please contact your security coordinator immediately, if an LEA other than yours appears.

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout Corrections/EOY	HOMR10	Aggregated Count By LEA By Homeless
Special Reports	HOMR11	Homeless Roster
FNS and Direct Cert Reports	HOMR12	Primary Nighttime Residence By Homeless Code
End of Year Reports	HOMR13	Homeless Served
Year-Round Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Audit Reports	HOMR21	LEA Annual Count
Address Record Reports		
504 Reports		
Homeless Reports		
Cohort Reports		

HOMR07 - Homeless Comparison Report

Beginning Schl Sess Yr: 2010

Processing Period: Oct. 1 MFP

[Request this Report](#)

Enter your selection criteria and click 'Request this Report'

4. Select desired “Beginning Schl Sess Yr” and “Processing Period”.
5. Press the “Request the Report” button.
 - The report will be built and will appear in an Adobe pop-up.
6. You may save the report, print it, or close it; and rerun it again later. To save the Homeless Comparison Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



- Rename the report to desired name, such as **Homeless Comparison Report as of 10/01/2011**, and press the “Save” button.

File name:	<input type="text" value="ReportOutput.pdf"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="Adobe PDF Files (*.pdf)"/>	<input type="button" value="Cancel"/>

**Homeless Comparison Report
Comparison of 2010 with 2009, For Oct. 1
MFP**

REPORT: HOMR07
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS COMPARISON REPORT
Comparison of 2010 with 2009, For Oct. 1 MFP

PAGE: 1 of 5
RUN TIME: 12:41:04 PM

SPONSOR CODE	SPONSOR NAME	2009	2010	2010 as % of 2009
001	Acadia Parish	84	119	141.67%
002	Allen Parish	32	45	140.62%
003	Ascension Parish	98	75	76.53%
004	Assumption Parish	942	937	99.47%
005	Avoyelles Parish	80	36	60%
006	Beauregard Parish	66	103	156.06%
007	Bienville Parish	10	6	60%
008	Bossier Parish	281	353	125.62%
009	Caddo Parish	885	1167	131.86%
010	Calcasieu Parish	636	574	90.25%
011	Caldwell Parish	65	103	158.46%
012	Cameron Parish	147	79	53.74%
013	Catahoula Parish	9	1	11.11%
014	Claiborne Parish	37	52	140.54%
015	Concordia Parish	19	31	163.16%
016	DeSoto Parish	60	69	115%
017	East Baton Rouge Parish	601	597	99.33%
018	East Carroll Parish	5	5	100%
019	East Feliciana Parish	191	274	143.46%
020	Evangeline Parish	54	66	122.22%
021	Franklin Parish	32	43	134.38%
022	Grant Parish	172	142	82.56%
023	Iberia Parish	75	124	165.33%
024	Iberville Parish	661	222	33.59%
025	Jackson Parish	8	4	50%

Homeless Rate Comparison Report (HOMR08)

This report shows the percent of homeless enrollments versus total enrollments, sorted by Sponsor Code, as of applicable SIS Processing Period. It includes current year data and previous year data. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update.

1. Select “Report” Category and “View” Function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR08-Homeless Rate Comparison Report”.

If all steps have been completed, you should see the screen below.

The screenshot displays the SIS interface. At the top, there is a navigation bar with 'Student', 'Homeless', 'Report', and 'File' tabs. Below this is a 'View' dropdown menu. A table lists various report groups and their corresponding IDs and names. The 'Homeless Reports' group is highlighted, and the 'HOMR08 Homeless Rate Comparison Report' is selected. To the right of the table, there are two dropdown menus: 'Beginning Schl Sess Yr' set to '2010' and 'Processing Period' set to 'Oct. 1 MFP'. A 'Request this Report' button is located at the bottom right of the configuration area. Below the button, there is a red text prompt: 'Enter your selection criteria and click 'Request this Report''.

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout Corrections/EOY	HOMR10	Aggregated Count By LEA By Homeless
Special Reports	HOMR11	Homeless Roster
FNS and Direct Cert Reports	HOMR12	Primary Nighttime Residence By Homeless Code
End of Year Reports	HOMR13	Homeless Served
Year-Round Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Audit Reports	HOMR21	LEA Annual Count
Address Record Reports		
504 Reports		
Homeless Reports		
Cohort Reports		

4. Select desired “Beginning Schl Sess Yr” and “Processing Period”.
5. Press the “Request the Report” button.
6. To save Homeless Rate Comparison Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



- Rename the report to desired name, such as **Homeless Rate Comparison Report as of 10/01/2011**, and press the “Save” button.

File name:	<input type="text" value="ReportOutput.pdf"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="Adobe PDF Files (*.pdf)"/>	<input type="button" value="Cancel"/>

Homeless Rate Comparison Report For 2010 & 2009, Oct. 1 MFP

REPORT: HOMR08
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS RATE COMPARISON REPORT
For 2010 & 2009, Oct. 1 MFP

PAGE: 1 of 10
RUN TIME: 12:46:28 PM

SPONSOR CODE	SPONSOR NAME	SCHL SESS	HOMELESS	NOT HOMELESS	% OF HOMELESS
001	Acadia Parish	2010	136	10020	1.34%
001	Acadia Parish	2009	107	9818	1.08%
002	Allen Parish	2010	53	4482	1.17%
002	Allen Parish	2009	38	4415	0.85%
003	Ascension Parish	2010	88	21571	0.41%
003	Ascension Parish	2009	118	20379	0.58%
004	Assumption Parish	2010	977	2969	24.76%
004	Assumption Parish	2009	989	3193	23.65%
005	Avoyelles Parish	2010	44	6427	0.68%
005	Avoyelles Parish	2009	66	6487	1.01%
006	Beauregard Parish	2010	118	6264	1.85%
006	Beauregard Parish	2009	84	6224	1.33%
007	Bienville Parish	2010	13	2449	0.53%
007	Bienville Parish	2009	10	2419	0.41%
008	Bossier Parish	2010	423	21348	1.94%
008	Bossier Parish	2009	320	21094	1.49%
009	Caddo Parish	2010	1398	44074	3.07%
009	Caddo Parish	2009	1052	44509	2.31%
010	Calcasieu Parish	2010	639	34126	1.84%
010	Calcasieu Parish	2009	841	38713	2.13%
011	Caldwell Parish	2010	123	1654	6.92%
011	Caldwell Parish	2009	66	1695	3.75%
012	Cameron Parish	2010	81	1260	6.04%
012	Cameron Parish	2009	152	1205	11.2%

Aggregate Count by LEA by Grade (HOMR09)

This report shows the number of students, sorted by Sponsor Code and by grade, who were flagged as homeless at any time during the year. Students must have been enrolled at least one day to be included on this report. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update. The last column of the report contains unduplicated homeless student totals. The last page of the report contains totals by grade.

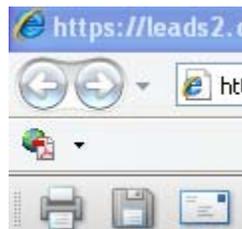
1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR09-Aggregate Count by LEA by Grade”.

If all steps have been completed, you should see the screen below.

The screenshot displays the Student Information System (SIS) interface. At the top, there is a navigation bar with the text "STUDENT INFORMATION SYSTEM" and a "Close | Re" button. Below this, there are tabs for "Student", "Homeless", "Report", and "File". The "Report" tab is selected, and a "View" dropdown menu is open. A table lists various report groups and their corresponding IDs and names. The "Homeless Reports" group is highlighted, and the "HOMR09 - Aggregate Count by LEA by Grade" report is selected. To the right of the table, there are two dropdown menus: "Beginning Schl Sess Yr:" set to "2010" and "Processing Period:" set to "Feb 1 MFP". Below these menus is a "Request this Report" button. At the bottom of the interface, there is a red text prompt: "Enter your selection criteria and click 'Request this Report'".

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout	HOMR10	Aggregated Count By LEA By Homeless
Special Reports	HOMR11	Homeless Roster
FNS and Direct Cert Reports	HOMR12	Primary Nighttime Residence By Homeless Code
End of Year Reports	HOMR13	Homeless Served
Year-Round Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Audit Reports	HOMR21	LEA Annual Count
Address Record Reports		
504 Reports		
Homeless Reports		
Cohort Reports		

4. Select desired “Beginning Schl Sess Yr” and “Processing Period”.
5. Press the “Request the Report” button.
6. To save Aggregate count by LEA by Grade Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



7. Rename the report to desired name, such as **Aggregate count by LEA by Grade Report as of 02/01/2012**, and press the “Save” button.

File name:

Save as type:

Aggregated Count of Students by LEA by Grade Report 2010-2011 For Feb. 1 MFP

REPORT: HOMR08
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
AGGREGATED COUNT OF STUDENTS BY LEA BY GRADE REPORT
2010-2011 For Feb 1 MFP

PAGE: 1 of 8
RUN TIME: 12:48:38 PM

LEA	01	02	03	04	05	06	07	08	09	10	11	12	Inf	PS	PK	K	Total
001 Acadia Parish	17	18	16	19	16	14	17	13	15	5	6	7	0	0	2	15	180
002 Allen Parish	2	10	5	5	8	3	9	5	7	2	2	4	0	0	11	8	81
003 Ascension Parish	14	16	10	10	13	3	13	11	9	5	6	4	0	0	5	17	136
004 Assumption Parish	66	87	81	94	87	73	74	71	81	56	49	53	0	12	81	73	1038
005 Avoyelles Parish	4	6	7	9	6	2	4	2	5	1	0	1	0	0	3	6	56
006 Beauregard Parish	14	15	9	10	6	10	13	5	12	8	7	15	0	2	5	13	144
007 Bienville Parish	1	2	0	0	1	2	1	1	1	0	1	0	0	0	0	1	11
008 Bossier Parish	50	45	53	49	40	25	30	21	42	28	16	25	0	0	11	35	470
009 Caddo Parish	143	150	125	160	116	127	103	104	155	103	38	38	0	17	64	203	1646
010 Calcasieu Parish	83	80	90	76	64	62	54	41	48	29	17	26	0	10	43	103	826
011 Caldwell Parish	13	13	4	15	6	9	9	5	13	5	3	4	0	5	15	17	136
012 Cameron Parish	9	7	4	7	4	8	8	5	7	1	4	6	0	1	8	7	86
013 Catahoula Parish	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
014 Claiborne Parish	3	7	3	7	8	7	4	2	11	2	3	3	0	1	1	6	68
015 Concordia Parish	6	10	5	9	11	5	12	7	14	5	4	3	0	0	1	1	93
016 DeSoto Parish	5	8	4	13	4	5	4	6	5	5	3	2	0	0	8	5	77
017 East Baton Rouge Parish	96	80	85	99	74	75	69	65	125	43	41	34	0	2	39	104	1031
018 East Carroll Parish	0	0	1	0	3	0	1	0	0	0	0	0	0	0	0	0	5
019 East Feliciana Parish	20	20	24	20	30	25	23	37	23	19	14	14	0	1	3	24	297
020 Evangeline Parish	7	6	9	10	8	8	9	3	7	2	1	1	0	0	1	2	74
021 Franklin Parish	6	6	8	1	6	3	5	1	6	2	1	1	0	0	0	4	50
022 Grant Parish	14	12	16	23	16	15	11	10	27	11	11	18	0	0	1	13	198
023 Iberia Parish	14	13	11	12	12	11	22	26	30	11	4	7	0	0	5	7	185
024 Iberville Parish	26	40	25	28	24	15	10	13	8	7	6	3	0	0	8	19	232

Aggregate Count by LEA by Homeless Code (HOMR10)

This report shows the number of students sorted by Sponsor Code and by Homeless Code who were flagged as homeless at any time during the year. Students must have been enrolled at least one day to be included on this report. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update. The last column of the report contains unduplicated homeless student totals. The last page of the report contains totals by Homeless Code.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR10-Aggregate Count by LEA by Homeless Code”.

If all steps have been completed, you should see the screen below.

The screenshot displays the Student Information System (SIS) interface. At the top, there is a navigation bar with the text "STUDENT INFORMATION SYSTEM" and a "Close | Rest" button. Below the navigation bar, there are tabs for "Student", "Homeless", "Report", and "File". The "Report" tab is selected, and a "View" dropdown menu is open. A table lists various report groups and their corresponding IDs and names. The "Homeless Reports" group is highlighted, and the "HOMR10" report is selected. To the right of the table, there are two dropdown menus: "Beginning Schl Sess Yr" set to "2010" and "Processing Period" set to "Feb 1 MFP". Below these dropdowns is a "Request this Report" button. At the bottom of the screen, there is a red text prompt: "Enter your selection criteria and click 'Request this Report'".

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout	HOMR10	Aggregated Count By LEA By Homeless
Corrections/EOY	HOMR11	Homeless Roster
Special Reports	HOMR12	Primary Nighttime Residence By Homeless Code
FNS and Direct Cert Reports	HOMR13	Homeless Served
End of Year Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Year-Round Reports	HOMR21	LEA Annual Count
Audit Reports		
Address Record Reports		
504 Reports		
Homeless Reports		
Cohort Reports		

4. Select the desired “Beginning Schl Sess Yr” and “Processing Period”.
5. Press the “Request the Report” button.
6. To save Aggregated Count by LEA by Homeless Code Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



7. Rename the report to desired name, such as **Aggregated Count by LEA by Homeless Code Report as of 02/01/2012**, and press the “Save” button.

File name:

Save as type:

**Aggregated Count of Students by LEA by Homeless Code Report
2010-2011 For Feb. 1 MFP**

REPORT: HOMR10
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
AGGREGATED COUNT OF STUDENTS BY LEA BY HOMELESS REPORT
2010-2011 For Feb 1 MFP

PAGE: 2 of 6
RUN TIME: 12:47:58 PM

LEA	Cd1	Cd2	Cd3	Cd4	Total
026 Jefferson Parish	3	818	0	7	828
027 Jefferson Davis Parish	2	104	0	0	106
028 Lafayette Parish	101	1015	6	22	1144
029 Lafourche Parish	4	481	29	0	494
030 LaSalle Parish	0	556	28	1	585
031 Lincoln Parish	5	35	28	0	68
032 Livingston Parish	12	13	1	10	36
033 Madison Parish	3	77	0	0	80
034 Morehouse Parish	0	87	0	0	87
035 Natchitoches Parish	0	204	0	0	204
036 Orleans Parish	16	529	425	1	971
037 Ouachita Parish	33	135	2	3	173
038 Plaquemines Parish	1	153	10	0	164
039 Pointe Coupee Parish	3	43	2	0	48
040 Rapides Parish	89	478	78	24	669
041 Red River Parish	42	58	3	0	103
042 Richland Parish	0	62	0	0	62
043 Sabine Parish	0	29	3	0	32
044 St. Bernard Parish	63	332	11	2	408
045 St. Charles Parish	0	28	0	0	28
046 St. Helena Parish	0	37	0	0	37
047 St. James Parish	0	48	6	0	54
048 St. John the Baptist Parish	7	1072	1	0	1080
049 St. Landry Parish	46	182	1	0	239
050 St. Martin Parish	4	180	0	0	184

Homeless Roster (HOMR11)

This report is a list of Homeless students sorted by Student State ID. This report is not static and names may be added or deleted each time you run the report after a SIS upload/update. It includes State ID, Student Name, Birth Date, Grade, Homeless Code, Unaccompanied Youth Flag, Services Provided Flag, Sub Grantee Flag, Homeless Student Type, and Homeless Reason Code. It also includes the criteria filters applied to data when generating report.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR11-Homeless Roster”.

If all steps have been completed, you should see the screen below.

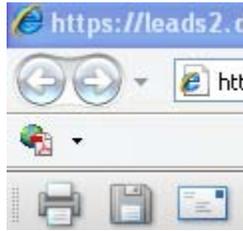
Note: Please contact your security coordinator, immediately if an LEA other than yours appears.

4. Select desired “Beginning Schl Sess Yr”, “Homeless Code”, “Homeless Reason Code”, “Homeless Student Type (Public, Nonpublic, or Underage)”, “Unaccompanied Youth Flag (Y or N)”, “Services Provided Flag (Y or N)”, and “SubGrantee Only” designation (ALL or Y).

<u>Homeless Codes:</u>	<u>Homeless Reason Codes:</u>
1 – Shelters	01 Mortgage Foreclosure
2 – Doubled-up	02 Flooding
3 – Unsheltered	03 Hurricane
4 – Hotels/Motels	04 Tropical Storm
	05 Tornado
	06 Wildfire or Fire
	07 Man-made Disaster
	99 Other

5. Press the “Request the Report” button.

- To save Homeless Roster Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



- Rename the report to desired name, such as **Homeless Roster as of 07/15/2011**, and press the "Save" button.

File name:

Save as type:

Homeless Roster Report 2010-2011

REPORT: HOMR11
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS ROSTER REPORT
2010-2011
SPONSOR: 008 Bossier Parish

PAGE: 1 of 1
RUN TIME: 12:50:46 PM

FILTER: HOMELESS: 4; UNACCOMPANIED YOUTH: N; SERVICES PROVIDED: Y; SUBGRANTEE ONLY: ALL; HOMELESS STUDENT TYPE: P; HOMELESS REASON: 04;

STUD ID	FIRST NAME	LAST NAME	BIRTH DATE	GRADE	HOMELESS	UNACCOMPANIED YOUTH	SERVICES PROVIDED	SUB GRANTEE	HOMELESS STUDENT TYPE	HOMELESS REASON
SPONSOR: 008 Bossier Parish										
333333333	DAFFY	DUCK	11/8/1993	11	4	N	Y	N	P	04

Primary Nighttime Residence by Homeless Code (HOMR12)

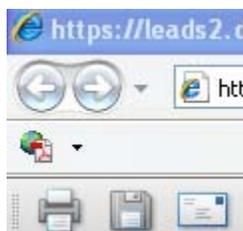
This report shows the number of all homeless entries sorted by Sponsor Code and by Primary Nighttime Residence (Homeless Code) for the year. The last column of report contains homeless entry totals. The last line of each section of report contains totals by Primary Nighttime Residence.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR12-Primary Nighttime Residence by Homeless Code”.

If all steps have been completed, you should see the screen below.



4. Select desired “Beginning Schl Sess Yr” and “Subgrantee” indicator.
5. Press the “Request the Report” button.
 - a. The report will be built and will appear in an Adobe pop-up.
 - b. You may save the report, print it, or close it, and rerun it again later.
6. To save Primary Nighttime Residence by Homeless Code Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



- Rename the report to desired name, such as **Primary Nighttime Residence by Homeless Code Report as of 07/15/2011**, and press the “Save” button.

File name:	ReportOutput.pdf	Save
Save as type:	Adobe PDF Files (*.pdf)	Cancel

Primary Nighttime Residence by Homeless Code Report 2010-2011

REPORT: HOMR12
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
PRIMARY NIGHTTIME RESIDENCE BY HOMELESS CODE REPORT
2010-2011

PAGE: 1 of 1
RUN TIME: 3:41:32 PM

Subgrantees	Shelters, transitional housing, awaiting foster care placement	Doubled-up (e.g. living with another family)	Unsheltered (e.g. cars, parks, campgrounds, temporary trailers, or abandoned buildings)	Hotels/Motels	Total
Acadia Parish	9	138	27	6	180
Ascension Parish	1	131	2	2	136
Assumption Parish	3	956	140	1	1100
Avoyelles Parish	2	50	2	2	56
Bienville Parish	0	13	0	0	13
Cameron Parish	6	31	49	0	86
Claiborne Parish	0	65	3	0	68
East Baton Rouge Parish	148	815	4	66	1033
Grant Parish	12	187	0	0	199
Lafourche Parish	4	461	31	0	496
Natchitoches Parish	0	206	0	0	206
Ouachita Parish	33	136	2	3	174
Plaquemines Parish	1	158	10	0	169
Pointe Coupee Parish	3	45	2	0	50
Red River Parish	48	59	3	0	110
RSD-Sojourner Truth Academy, Inc.	6	13	0	0	19
Sabine Parish	0	29	3	0	32
St. Bernard Parish	63	333	11	2	409
St. John the Baptist Parish	7	1146	1	0	1154
St. Landry Parish	49	198	3	0	250
West Baton Rouge Parish	0	92	9	24	125
	395	5262	302	106	6065

Homeless Served (HOMR13)

This report shows the number of homeless students who were categorized as Unaccompanied Youth, Migrant Children/Youth, Children/Youth with Disabilities (IDEA), and/or Limited English Proficient (LEP) Children/Youth, sorted by Sponsor Code and by category. The last column of the report contains all category totals. The last line of each section of the report contains totals by category.

1. Select “Report” Category and “View” Function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR13 Homeless Served”.

If all steps have been completed, you should see the screen below.

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. A navigation bar at the top contains 'Student', 'Homeless', 'Report', and 'File'. Below this is a 'View' button. A table lists various report groups and their IDs. The 'Homeless Reports' group is highlighted, and 'HOMR13 Homeless Served' is selected. To the right, a configuration panel for 'HOMR13 - Homeless Served' is shown, featuring two dropdown menus: 'Beginning Schl Sess Yr' (set to 2011) and 'Sponsors' (set to ALL). A 'Request this Report' button is located at the bottom of the panel. Below the button, a red italicized instruction reads: 'Enter your selection criteria and click 'Request this Report''.

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout	HOMR10	Aggregated Count By LEA By Homeless
Corrections/EOY	HOMR11	Homeless Roster
Special Reports	HOMR12	Primary Nighttime Residence By Homeless Code
FNS and Direct Cert Reports	HOMR13	Homeless Served
End of Year Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Year-Round Reports	HOMR21	LEA Annual Count
Audit Reports		
Address Record Reports		
504 Reports		
Homeless Reports		
Cohort Reports		

4. Select desired “Beginning Schl Sess Yr” and “Subgrantee” indicator.
5. Press the “Request the Report” button.
6. To save Homeless Served Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



7. Rename the report to desired name, such as **Homeless Served as of 07/15/2011**, and press the “Save” button.

File name:	ReportOutput.pdf	Save
Save as type:	Adobe PDF Files (*.pdf)	Cancel

Homeless Served 2010-2011

REPORT: HOMR13
RUN DATE: 7/19/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS SERVED
2010-2011

PAGE: 1 of 4
RUN TIME: 2:53:49 PM

Subgrantees	Unaccompanied Youth	Migrant Children/Youth	Children/Youth with Disabilities (IDEA)	Limited English Proficient (LEP) Children/Youth	TOTAL
Assumption Parish	45	*	168	6	219
Bossier Parish	180	*	43	7	230
Caddo Parish	60	*	127	8	195
East Baton Rouge Parish	15	*	55	7	77
East Feliciana Parish	0	*	48	0	48
Iberville Parish	2	*	22	3	27
Jefferson Parish	13	*	47	66	126
Lafayette Parish	10	*	71	19	100
LaSalle Parish	1	*	96	2	99
Orleans Parish	166	*	96	35	297
Ouachita Parish	2	*	25	0	27
Rapides Parish	112	*	67	12	191
Recovery School District-LDE	0	*	134	12	146
Tangipahoa Parish	11	*	8	1	20
Terrebonne Parish	25	*	183	25	233
	642	*	1190	203	2035

Homeless Children and Youth Enrolled School Year (HOMR14)

This report shows the number of homeless children and youth who are enrolled in school (both public and nonpublic entries) sorted by grade or educational unit. The last column of the report contains homeless student totals. The last line of the report contains totals by grade or educational unit.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR14-Homeless Children and Youth Enrolled School Year”.

If all steps have been completed, you should see the screen below.

The screenshot shows the Student Information System interface. At the top, there is a navigation bar with "Student", "Homeless", "Report", and "File" tabs. Below this is a "View" button. The main content area is divided into two sections. On the left is a table with columns "Report Group", "ID", and "Report Name". The "Homeless Reports" group is highlighted in yellow, and the "HOMR14 Homeless Children and Youth Enrolled School Year" report is selected. On the right is a form titled "HOMR14 - Homeless Children and Youth Enrolled School Year Report" with a dropdown menu for "Beginning Schl Sess Yr:" set to "2011". Below the form is a "Request this Report" button and a red instruction: "Enter your selection criteria and click 'Request this Report'".

Report Group	ID	Report Name
All	HOMR07	Homeless Comparison Report
MFP Membership Reports	HOMR08	Homeless Rate Comparison Report
LEADS Reports	HOMR09	Aggregate Count by LEA by Grade
Graduates/Dropout	HOMR10	Aggregated Count By LEA By Homeless
Corrections/EOY	HOMR11	Homeless Roster
Special Reports	HOMR12	Primary Nighttime Residence By Homeless Code
FNS and Direct Cert Reports	HOMR13	Homeless Served
End of Year Reports	HOMR14	Homeless Children and Youth Enrolled School Year
Year-Round Reports	HOMR21	LEA Annual Count
Audit Reports		
Address Record Reports		
504 Reports	1	
Homeless Reports		
Cohort Reports		

4. Select desired “Beginning Schl Sess Yr”.
5. Press the “Request the Report” button.
6. To save Homeless Children and Youth Enrolled School Year Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



7. Rename the report to desired name, such as **Homeless Children and Youth Enrolled School Year Report as of 07/15/2011**, and press the “Save” button.

File name:

Save as type:

Homeless Children and Youth Enrolled School Year Report 2011-2012

REPORT: HOMR14
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS CHILDREN AND YOUTH ENROLLED SCHOOL YEAR REPORT
2011-2012

PAGE: 1 of 1
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LEA	Age 3-5 (Not K)	K	01	02	03	04	05	06	07	08	09	10	11	12	Ungraded (served in an educationa l unit that has no separate grades)	Total	
MV Subgrants																	
008	Bossier Parish	0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4
	SUBTOTAL MV Subgrants	0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4
TOTALS:		0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4

LEA Annual Count (HOMR21)

This report is the Monthly Cumulative Activity Log. This report is sorted by types of contacts or services and grouped by month. The report includes the total services by month and the total services by year.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR21-LEA Annual Count”.

If all steps have been completed, you should see the screen below.

Note: Please contact your security coordinator, immediately if an LEA other than yours appears.

The screenshot displays the Student Information System (SIS) interface. At the top, there is a navigation bar with the text "STUDENT INFORMATION SYSTEM" and a logo on the left. Below the navigation bar, there are tabs for "Student", "Homeless", "Report", and "File". The "Report" tab is selected, and a "View" button is visible. The main content area is divided into two sections. On the left, there is a table with columns "Report Group", "ID", and "Report Name". The table lists various report groups, including "All", "MFP Membership Reports", "LEADS Reports", "Graduates/Dropout Corrections/EOY", "Special Reports", "FNS and Direct Cert Reports", "End of Year Reports", "Year-Round Reports", "Audit Reports", "Address Record Reports", "504 Reports", "Homeless Reports", and "Cohort Reports". The "Homeless Reports" group is highlighted, and the "HOMR21 LEA Annual Count" report is selected. On the right, there is a form titled "HOMR21 - LEA Annual Count" with two dropdown menus: "Beginning Schl Sess Yr:" set to "2011" and "Sponsor:" set to "008 Bossier Parish". Below the form is a "Request this Report" button and a note: "Enter your selection criteria and click 'Request this Report'".

4. Select the desired “Beginning Schl Sess Yr”.
5. Press the “Request the Report” button.
6. To save LEA Annual Count Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:



- Rename the report to desired name, such as **LEA Annual Count as of 07/15/2011**, and press the “Save” button.

File name:	<input type="text" value="ReportOutput.pdf"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="Adobe PDF Files (*.pdf)"/>	<input type="button" value="Cancel"/>

Closing your browser session will log you off from Web SIS.

LEA Homeless Liaison Monthly Cumulative Activity Log 2011-2012

REPORT: HOMR21
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMR21: LEA HOMELESS LIAISON MONTHLY CUMULATIVE ACTIVITY LOG
SPONSOR: 008 Bossier Parish
2011-2012

PAGE: 1 of 1
RUN TIME: 6:08:24 PM

TYPES OF CONTACTS OR SERVICES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
01. Teacher school/personnel conference	0	0	0	0	0	0	0	0	0	0	0	0
02. Parent conference	0	0	0	0	0	0	0	0	0	0	0	0
03. Telephone conference	1	0	0	0	0	0	0	0	0	0	0	0
04. Shelter/personnel conference	0	0	0	1	0	0	0	0	0	0	0	0
05. Behavior concerns addressed	1	0	1	0	1	0	0	0	1	0	0	0
06. Academic concerns addressed	1	1	0	0	0	1	0	1	0	0	0	0
07. Tutoring, Saturday school, cultural enrichment activities	0	1	0	0	0	0	1	0	0	0	0	0
08. Monitored attendance	2	0	0	0	0	0	0	0	0	0	0	0
09. Addressed housing needs	0	0	0	0	0	0	0	0	0	0	0	0
10. Addressed concerns regarding neglect, abuse, or guardianship	0	0	0	0	0	0	0	0	0	0	0	0
11. Transportation-Medical/School	1	0	0	0	0	0	0	0	0	0	0	0
12. Shelter, home, or school visit	0	0	0	0	0	0	0	0	0	0	0	0
13. Medical, evaluation or counseling services	0	0	0	0	0	0	0	0	0	0	0	0
14. Assistance with school registration	1	0	0	0	0	0	0	0	0	0	0	0
15. Addressed parenting issues, family illiteracy, or domestic violence	0	0	0	0	0	0	0	0	0	0	0	0
16. Correspondence sent to school/agencies	0	0	0	0	0	0	0	0	0	0	0	0
17. Addressed food and/or clothing needs	1	0	0	0	0	0	0	0	0	0	0	0
18. Referred client to preschool program, Head Start or Even Start	0	0	0	0	0	0	0	0	0	0	0	0
19. Provided school supplies	0	0	0	0	0	0	0	0	0	0	0	0
20. Other	0	0	0	0	0	0	0	0	0	0	0	0
21. Staff professional development and awareness	0	0	0	0	0	0	0	0	0	0	0	0
MONTHLY TOTALS	8	2	1	0	0	0						
ANNUAL TOTAL OF SERVICES												17