

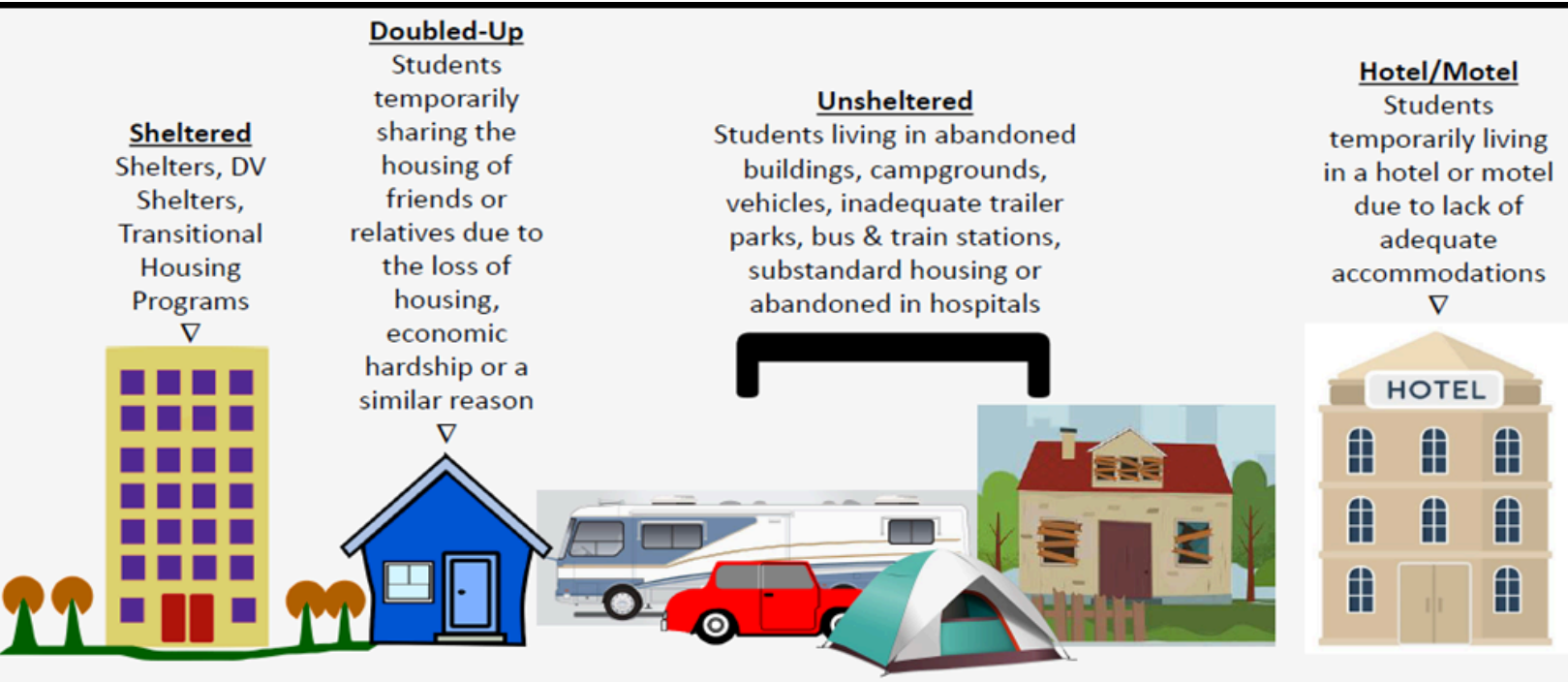


STEP BY STEP GUIDE:

How to assist LAUSD families to complete a Student Housing Questionnaire (SHQ)

WHAT IS A STUDENT HOUSING QUESTIONNAIRE (SHQ)?

In alignment with state and federal law, the District uses the Student Housing Questionnaire (SHQ) to identify students who qualify as homeless and to indicate specific services requested annually. The SHQ also establishes a student's nighttime residence and educational rights per federal law (McKinney-Vento Homeless Assistance Act).



The McKinney-Vento Homeless Education Act is a federal law that protects the educational rights of students in temporary living situations ("experiencing homelessness"). It defines "homeless children and youths" as any student who lacks a fixed, regular, and adequate nighttime residence.

How Do McKinney-Vento Funds Help Homeless Students?

*School districts are eligible for McKinney-Vento funds, which are allocated by the federal government and distributed by state governments specifically for providing support services to homeless students. Examples of services include:



Transportation



Tutors and other academic supports



Specialized training and professional development for teachers and other school staff

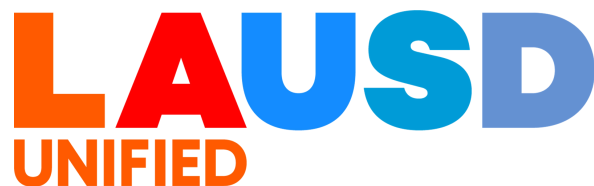


Basic school supplies

HOW TO ASSIST LAUSD FAMILIES TO COMPLETE A STUDENT HOUSING QUESTIONNAIRE (SHQ)



**ASK FAMILIES IF THEY HAVE COMPLETED
AN SHQ FOR THE CURRENT SCHOOL YEAR**






Student Housing Questionnaires must be distributed annually to all LAUSD students and included in the enrollment packet for newly enrolling students.

HOW TO ASSIST FAMILIES WITH FILLING OUT THE SHQ IF THEY HAVE NOT YET COMPLETED ONE



IF THE FAMILY HAS NOT FILLED OUT A SHQ OR IF THEIR STATUS HAS RECENTLY CHANGED, THERE ARE

3 OPTIONS

- 1.**  Offer to assist the family by completing the SHQ over the phone
- 2.**  Direct the family to their school site to complete the SHQ in person
- 3.**  Direct the family to the fill out the form online and upload to the Parent Portal

OFFER TO ASSIST THE FAMILY BY COMPLETING THE SHQ OVER THE PHONE

A woman with dark hair in braids, wearing glasses and a white shirt, is talking on a white smartphone. She is looking down and to the side.

Option

ASSIST THE FAMILY BY FILLING OUT THE FORM VIA PHONE

If the family would like assistance in completing the SHQ over the phone, use the fillable SHQ's, which are available at:

HEO Website - Student and Family Resources

www.lausd.org/Page/16868

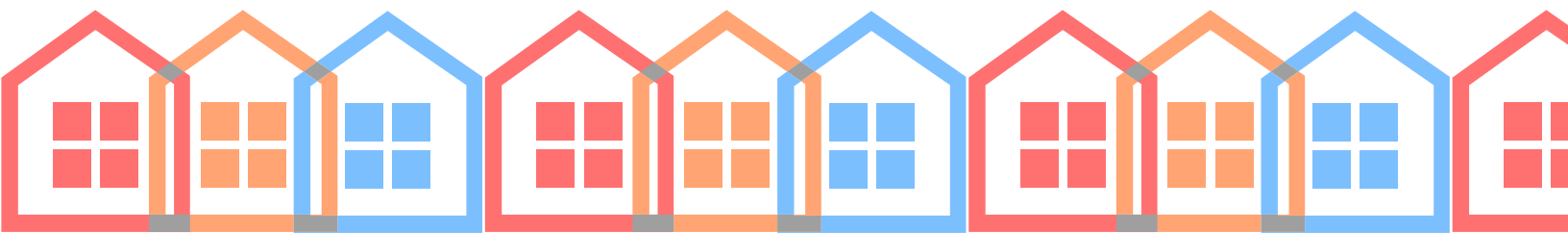


CONSIDERATIONS WHEN COMPLETING THE SHQ

Option

1

- It is important to ensure parents/guardians or unaccompanied youth know that their nighttime residence is confidential and will only be shared with the Homeless Education Office, School Site Homeless Liaison, and principal.
- The nighttime residence that meets the McKinney-Vento definition should be listed in the SHQ as the student's address.
- If the family is residing in a car, parked trailer, or at a campsite, then the nearest cross streets of their nighttime location should be listed as the student's address on the SHQ.
- One SHQ is to be completed for each child in the family.



COMPLETING THE SHQ: STUDENT INFORMATION

Option

1

To complete this section:

1. List the parent/guardian or unaccompanied youth's name and contact information.
2. Inquire if the student falls into any of the special population subgroups (parenting teen, unaccompanied youth, or runaway) as they may require additional support (if applicable, check box).
3. Inquire if the student has transferred schools after their second year of high school (if applicable, check box).

STUDENT HOUSING QUESTIONNAIRE (SHQ)

The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all school-aged children experiencing homelessness access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to enrollment, attendance, and academic success of students experiencing homelessness. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Office at (213) 202-7581.

Student First Name:		Student Last Name:		Date of Birth:		Gender:	
Local District:	School:		Campus/Site:	Grade:	Student District ID:		
Address:		Apt#:	City:		Zip Code:		
Parent/Guardian Name:				Contact Number:			
Is the student: (check all that apply):		<input type="checkbox"/> a parenting teen?	<input type="checkbox"/> an unaccompanied youth?	<input type="checkbox"/> a runaway?			
Has the student transferred schools any time after completing the second year of high school? <i>If yes, forward a copy of SHQ to school's academic counselor for AB1806 eligibility.</i>				<input type="checkbox"/> YES	<input type="checkbox"/> NO		

Additional Information:

- Unaccompanied homeless youth are defined as youth not in the physical care or custody of their parent/guardian and experiencing homelessness.

COMPLETING THE SHQ: SHQ NIGHTTIME RESIDENCE

Option

1

To complete this section:

1. Ask the parent/guardian or unaccompanied youth if the student is living in any of the listed nighttime residences.
2. Check-off which option best describes their living situation.
3. If the student/family lives in any of the listed nighttime residences, please check off YES or NO in the corresponding box.



Is the student currently living in one of the Nighttime Residence options listed below?

☐

YES

☐

NO



If you answered "NO" to this question, please STOP and sign below. If you answered "YES", complete the remainder of the form.

CHECK (✓) ONE OF THE NIGHTTIME RESIDENCE OPTIONS THAT BEST DESCRIBES YOUR CURRENT LIVING SITUATION DUE TO THE LOSS OF HOUSING:

<input type="checkbox"/> Shelter (ex. Homeless, Domestic Violence...etc.) Name: _____	<input type="checkbox"/> Motel or Hotel Name: _____
<input type="checkbox"/> Garage (unconverted)	<input type="checkbox"/> Car, trailer, or campsite
<input type="checkbox"/> Temporarily in another family's house or apartment	<input type="checkbox"/> Temporarily with an adult that is not the parent or guardian
<input type="checkbox"/> Transitional Housing Program Name: _____	<input type="checkbox"/> Trailer/motor home on private property
<input type="checkbox"/> Other places <u>NOT</u> designated for or ordinarily used as a regular sleeping accommodation for human beings Explain: _____	

Additional Information:

- The majority of LAUSD families experiencing homelessness are doubled or tripled up with family or friends, due to financial reasons.
- Other places not designated for or ordinarily used as a regular sleeping accommodation may include train or bus stations, abandoned buildings, under overpasses, etc.

COMPLETING THE SHQ: REQUEST FOR SERVICES

Option

1

To complete this section:

1. Ask if the parent/guardian or unaccompanied youth is in need of additional program services such as backpacks, school supplies, hygiene kits, emergency clothing or shoes (if applicable, check box).
2. Inquire if referrals are needed to academic tutoring support, housing assistance, or services for a teen parent (if applicable, check box).

Is the student in need of services? ☐ YES ☐ NO If yes, please check the services being requested.

☐ Backpack/School Supplies

☐ Hygiene Kits

☐ Transportation Assistance *

***If you are requesting transportation assistance, please read and sign the affidavit below:**

I need assistance from LAUSD, as I have no alternate means to deliver my child to school. I agree to have my child attend school every day and on time. I also agree to notify the District if our situation changes or we no longer require this assistance. I understand that my child must meet the eligibility criteria for transportation assistance, and I must comply with sign-in and supervision requirements.

If transportation is denied, the School-Site Homeless Liaison will be notified. Parent/Guardian can appeal.

Parent/Guardian's Initials: _____

Date: _____

Is the student in need of a referral for additional resource(s)? ☐ YES ☐ NO

If yes, please check the referral(s) being requested.

☐ Clothing Assistance: Shoes, Clothing, Uniforms

☐ Tutoring

☐ Housing Referrals

☐ Assistance for Teen Parents

*****Designated School Site Homeless Liaison must conference with family to facilitate the requested referral(s)*****

Your Designated School Site Homeless Liaison is:

Name

Title

Phone

E-mail

Additional Information

- Transportation support *may* be provided:
 - LA Metro provided schools with free GoPASS TAP cards to be distributed to all enrolled LAUSD K-12 students. If additional cards are needed, contact the Homeless Education Office (HEO).
 - The HEO will continue to provide transportation assistance to a parent or a designee to/from the school of origin. These requests must meet the distance and age requirements.

COMPLETING THE SHQ: VERIFICATION COMPLETION

Option

1

To complete this section:

1. Ask if there are any preschool-aged or other children living in the home (if applicable, check box).
2. Include the following at the bottom of the fillable SHQ:
 - a. Write the method used to verify student's nighttime residence (i.e., "phone call").
 - b. List the name of the parent/guardian or unaccompanied youth who provided the verbal verification of the student's nighttime residence and their relationship to the student.
 - c. Print the name and title of the staff member who received the verification of nighttime residence.
 - d. Include staff signature and date.

Do you have other preschool and/or school aged children in the home? ☐ YES ☐ NO

If yes, please complete an additional SHQ. All sibling(s) must have an SHQ on file at their school site.

AFFIDAVIT- By signing this form, I declare under penalty of the laws in the State of California that the foregoing is true and correct.

In addition, I understand that the District reserves the right to verify the above listed residence information.

Signature of Parent/Legal Guardian/Caregiver: _____

Date: _____

SCHOOL PLEASE NOTE:

✓ Upon completion, scan and email SHQ to your corresponding Local District:

shqldc@lausd.net	shqldc@lausd.net	shqldne@lausd.net	shqldnw@lausd.net	shqlds@lausd.net	shqldw@lausd.net
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✓ SHQ MUST be kept in a CONFIDENTIAL file, which is separate from the permanent student record (this form must NOT be placed in the cumulative file).

Revised 7/12/19

SUBMIT THE SHQ VIA EMAIL

Send the completed SHQ to the corresponding
HEO Local District email:

Region	SHQ Email
East	shgeast@lausd.net
North	shqnorth@lausd.net
South	shqsouth@lausd.net
West	shqwest@lausd.net



**DIRECT THE FAMILY TO THEIR
SCHOOL SITE TO COMPLETE THE
SHQ IN PERSON**



SCHOOL STAFF SHOULD ASSIST THE FAMILY BY FILLING OUT THE FORM IN PERSON

Hard copies should be available at each school site;
to access SHQs in multiple languages, visit:

HEO Website - Student and Family Resources

www.lausd.org/Page/16868

UPDATE MISIS

Students that are identified as homeless must have an SHQ on file in MISIS. Users with an Office Manager, Principal or Pupil Service role can update the student record using the following:

Misis Job Aid(s)

- [How to Create a New Homeless Record](#)
- [Update Homeless Student record missing SHQ Information](#)

KEEP A COPY

The SHQ should not be put in the student's cumulative record. All SHQ's should be placed in a binder in a secured location and kept on file for 5 years.

SUBMIT THE SHQ VIA EMAIL

Send the completed SHQ to the corresponding HEO Local District email:

Region	SHQ Email
East	shqeast@lausd.net
North	shqnorth@lausd.net
South	shqsouth@lausd.net
West	shqwest@lausd.net

**DIRECT THE FAMILY TO THE FILL OUT
THE FORM ONLINE AND UPLOAD TO
THE PARENT PORTAL**



DIRECT THE FAMILY TO FILL OUT THE SHQ

If the family would like to complete the SHQ on their own, direct them to use the fillable SHQ's, which are available at:

HEO Website - Student and Family Resources

<https://achieve.lausd.net/Page/16868>

SUBMIT THE SHQ VIA PARENT PORTAL

Once the SHQ has been filled out, direct the parent/caregiver to upload the form via Parent Portal:

LAUSD Parent Portal

<https://parentportalapp.lausd.net/parentaccess/>



[Español](#)



Select
Parent Login

Select an option below

1. [Parent Login](#)
2. [Student Login](#)
3. [Employee Login](#)
4. [Register for an account](#)

- If you are requesting a device and have a Parent Portal account, select option 1.
- If you are requesting a device and DO NOT have a Parent Portal account, select option 4.



[Español](#)

Login

Username

Your email address

Password



[Forgot your password?](#)

[Register](#)

[Log In](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

Enter username
and password

PARENT PORTAL PROCESS

Option

3

Scroll down to My Students

Select
View/Upload

My Students

Click on the name of each student to view their personalized information and resources

Add student

Student Name	LAUSD Student ID	CA State Student ID	School	Grade	Enrollment Status	Remove	Verified	Documents	Device or Hotspot
					Y	Remove	Y	View/Upload	Request

LAUSD Parent/Guardian

[← Return](#)

Email

Password

Login

[Create an account](#) | [Forgot password?](#)

A parent account allows you to:

- Apply to multiple school choice programs offered by LA Unified: eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment, Conservatory of Fine Arts, Virtual Academy, etc.
- Access Parent Portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more.



Student
Enrollment

[En Español](#)

Upload Documents

[Upload new document\(s\)](#)


Select
Upload new
document(s)

PARENT PORTAL PROCESS


Option 3

Home

New LAUSD student not enrolled at a Los Angeles Unified school




Pre-Enrollment
Applications




Virtual Academy
Pre-Enrollment


Current LAUSD student enrolled at a Los Angeles Unified school




Enrichment
Applications
K-12th



Summer School
Applications
TK-8th



Virtual Academy
Transfer Request



Upload Documents

Select
Upload Documents



Select
Choose File



Upload new document(s) ×

[View school forms and resources](#)

School year *

2022-2023

Student *

School *

Documents

Choose File

No file chosen

Close

Submit

Select
File Type
(4- Student
Housing
Questionnaire)



Upload new document(s) ×

[View school forms and resources](#)

School year *

2022-2023

Student *

LUAN MARTINEZ (200040462)

School *

Documents

Choose File

Student Hou...H fillable.pdf

File type *

4 - Student Housing Questionnaire

Upload document

Close

Submit

Select
Submit



RESOURCES

HEO Website

Student and Family Resources

<https://lausd.org/Page/16868>



Student & Family Wellness Hotline

(213) 202-7581

Monday-Friday, 7:30am-4:00pm

