

PURPOSE

The purpose of this job aid is to provide instruction on how to enter information on the **Homeless Screen**.

Users with the **Office Manager** and **Principal** roles will be able to perform the tasks outlined in this document. The job aid was created using the **Office Manager** role at an **elementary** school.

LOG IN

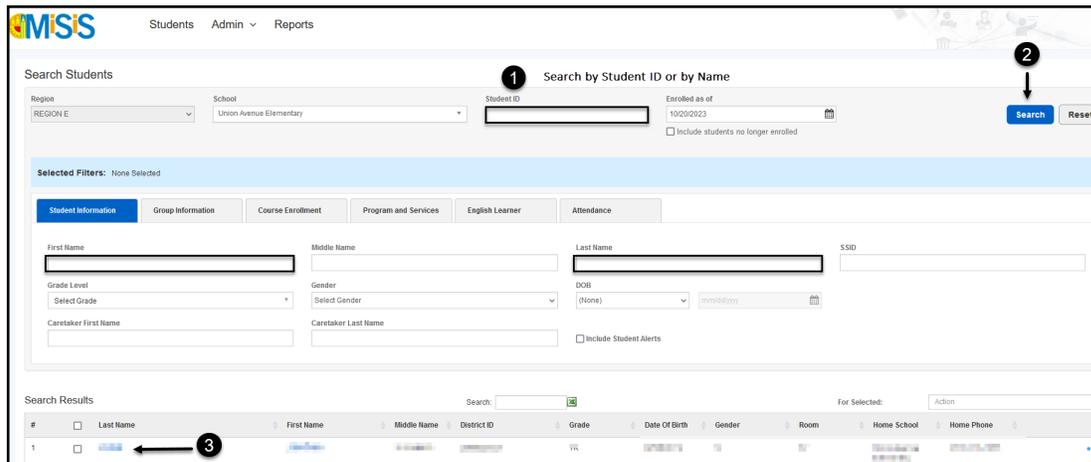
1. Log in to MiSiS at <http://misis.lausd.net/start>, using your LAUSD SSO credentials.
2. Select the correct user role from the landing page, if required.

MENU PATH

Student Profile > Census > Homeless

PROCEDURE

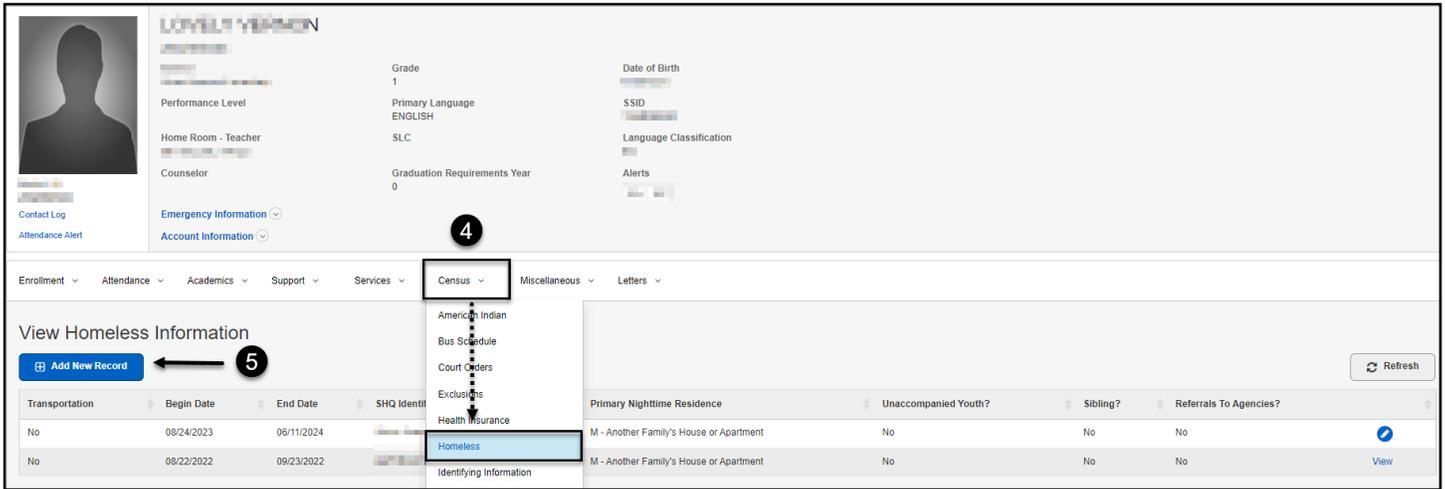
- Step 1** Enter **Student ID** or type the **student's name** in the **Search Students** field.
- Step 2** Click the **Search** icon.
- Step 3** When the results display, click on the student's name to access the **Student Profile**.



- Step 4** Hover over the **Census** menu and select **Homeless**.

View the Homeless Information screen displays.

- Step 5** Click the **Add new record** link.



Step 6 Must complete the necessary fields. Fields with a **red asterisk** are mandatory fields and must be entered before the Homeless record can be saved.

- **Identification School** – Select school that identified the student as homeless.
- **Student Housing Questionnaire (SHQ) Date** – Enter date SHQ was completed.
- **Verification Type** – Select from the dropdown menu.

Nighttime Information

- **Begin Date *** – Select the Homeless begin date from the date picker.
- **End Date*** – The end date is defaulted to the end of the school year.
- **Primary Nighttime Residence *** – Select from the dropdown menu.
- **Unaccompanied Youth** – Select radio button for **Yes/No**.
- **Runaway Youth** – Select radio button for **Yes/No**.
- **Does the student have any siblings** – **Yes/No** (Every sibling must have an SHQ on file).
- **Comments/Notes** (Max 500 characters) – Enter any other relevant information.
- **Has the student transferred schools anytime after completing the second year of high school?** - **Yes/No**.

School Referral – Ensure a **Release of Information (ROI)** is on file for the parent for any outside district resources (If no **ROI** is on file, skip **Step 7**).

Step 7 **Add New School Referral** – If a student needs an Assistant/Program click on the Add New School Referral button to complete a referral.

- **Request Date*** - Select date from the date picker.
- **Assistance/Program*** - Select from the dropdown menu. If Other is selected a free text field will open to enter a value.
- **Referral Date*** - Select date from the date picker.
- **Action** – click on the check mark to save the referral. Click on the to delete referral.

My Integrated Student Information System

Step 8 After completing the data entry, click the **Save** button.

View Homeless Information

[Add New Record](#) [Refresh](#)

Transportation: [Begin Date] [End Date] [SHQ Identification School] [Primary Nighttime Residence] [Unaccompanied Youth?] [Sibling?] [Referrals To Agencies?]

Identification School: [Union Avenue Elementary] SHQ Date: [10/23/2023] Verification Type: [-Please Select-]

6 Complete all mandatory and necessary fields in this screen to save a record.

Nighttime Information

Begin Date: [10/23/2023] End Date: [06/11/2024]

Primary Nighttime Residence: [-Select Residency-]

Unaccompanied Youth: Yes No

Runaway Youth: Yes No

Does the student have any siblings? (Every sibling must have an SHQ on file) Yes No

Comments/Notes (Max 500): [Additional notes if needed]

Has the student transferred schools any time after completing the second year of high school?: Yes No

School Referral [Add New School Referral](#) **7**

Please ensure a Release of Information (ROI) is on file for the parent for any outside district resources

Request Date *	Assistance/Program *	If Other *	Referral Date *	Action
[08/15/2023]	[Clothing Assistance]		[10/23/2023]	[OK] [Cancel]

Update Log

Created On: [1/1/0001 12:00:00 AM]

Created By: []

Updated On: [1/1/0001 12:00:00 AM]

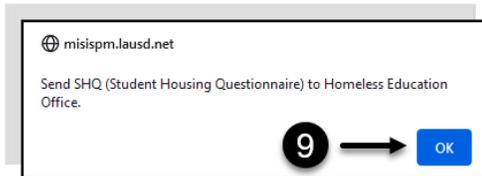
Updated By: []

DO NOT ROLLOVER HOMELESS RECORD

8 [Save](#) [Cancel](#)

The Pupil Services Homeless user role can only access this section.

Step 9 After saving the record, a message will pop-up "Send SHQ (Student Housing Questionnaire to the Homeless Education Office" click **OK**.



The **Homeless** record is displayed. To **edit** a record, click the **pencil icon**.

Enrollment Attendance Academics Support Services Census Miscellaneous Letters

View Homeless Information

[Add New Record](#) [Refresh](#)

Transportation	Begin Date	End Date	SHQ Identification School	Primary Nighttime Residence	Unaccompanied Youth?	Sibling?	Referrals To Agencies?	
No	08/24/2023	06/11/2024	[REDACTED]	M - Another Family's House or Apartment	No	No	No	Pencil
No	08/22/2022	09/23/2022	[REDACTED]	M - Another Family's House or Apartment	No	No	No	View

Note: As multiple records are entered, you can sort the entries ascending or descending by clicking on the columnar headers.