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

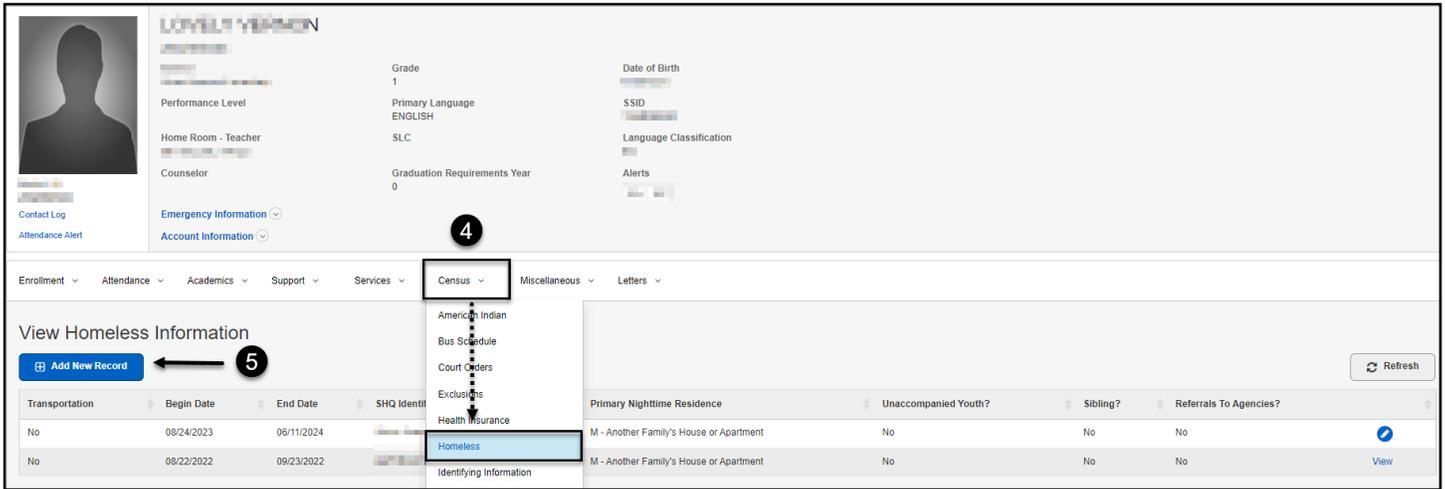**Step 1**   Enter **Student ID** or type the **student's name** in the **Search Students** field.

Step 2   Click the **Search** icon.

Step 3   When the results display, click on the student's name to access the **Student Profile**.
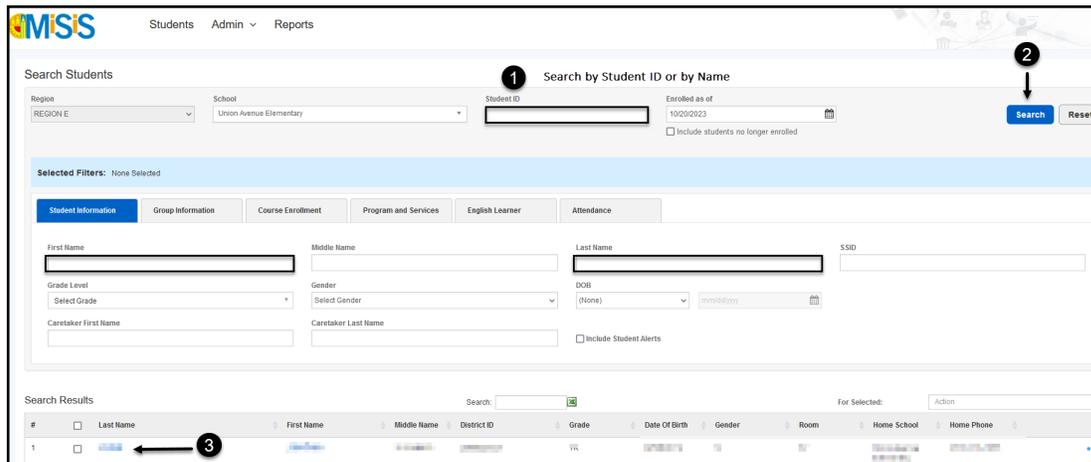
Step 4   Hover over the **Census** menu and select **Homeless**.

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.

- o **Request Date*** - Select date from the date picker.

- o **Assistance/Program*** - Select from the dropdown menu. If Other is selected a free text field will open to enter a value.

- o **Referral Date*** - Select date from the date picker.

- o **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.

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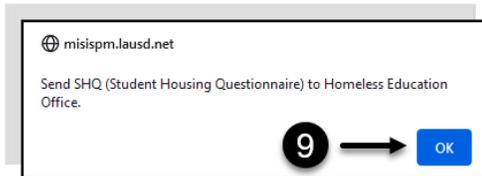
The **Homeless** record is displayed. To **edit** a record, click the **pencil icon**.

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