

## PURPOSE

Federal and State Laws Mandate that all school districts identify Homeless students annually. Every student that is identified as Homeless must have an **SHQ (Student Housing Questionnaire)** on file in MISIS.

## LOG IN

1. Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO).
2. Select the **Office Manager, Principal or Pupil Service** role from the landing page.

## BEFORE YOU GET STARTED

Refer to **BUL-6718.0** Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System. The **SHQ** form can be found at <https://achieve.lausd.net/Page/16868> home page under Program Information.

## MENU PATH

**Search Students > Student's Profile > Census > Homeless**

## REMINDERS

The most critical fields are **SHQ Date and Verification Type**. If you need further assistance you may contact the Homeless Education Office at **(213) 202-7581**. The student name will continue to appear until the verification type is SHQ and an SHQ date has been entered for the current school year. If the student is no longer homeless any time after the first day of school submit an **SHQ** form indicating the student is no longer homeless. Enter the date the student's homelessness ended. If the student was not homeless at the start of the school, submit the SHQ form to the email below and DO NOT enter an End Date. Upon completion, scan and email the SHQ to your corresponding Local District:

Local District Email			
Central	shqldc@lausd.net	East	shqldc@lausd.net
Northeast	shqldne@lausd.net	Northwest	shqldnw@lausd.net
South	shqlds@lausd.net	West	shqldw@lausd.net

**PROCEDURE**

**TO EDIT A STUDENT’S SHQ RECORD.**


**Step 1** Navigate to the **Homeless screen (Census > Homeless)** and click on the edit pencil link.

View Homeless Information Refresh

Transportation	Begin Date	End Date	Primary Nighttime Residence	Unaccompanied Youth?	Sibling?	Referrals To Agencies?	
No	08/18/2020	06/10/2021	M - Another Family's House or Apartment	No	No	No	1 


**Step 2** Enter a valid **SHQ Date** within the current school year for which you received the SHQ and the **Verification Type**. Select **Phone** for SHQs verified and completed by staff via phone. For forms completed by parents, select **SHQ**.

***FOR THE 2020-2021 SCHOOL YEAR, BOTH A FORM COMPLETED BY THE PARENT OR A FORM COMPLETED BY SCHOOL PERSONNEL WILL BE ACCEPTED.***

Transportation	Begin Date	End Date	Primary Nighttime Residence	Unaccompanied Youth?	Sibling?	Agencies?	
No	08/18/2020	06/10/2021	M - Another Family's House or Apartment	No	No	No	2 


  

Identification School: 107th Street Elementary

SHQ Date: 09/01/2020 

Verification Type:   
 -Please Select-   
 -Please Select-   
**Phone**   
 SHQ

Nighttime Information

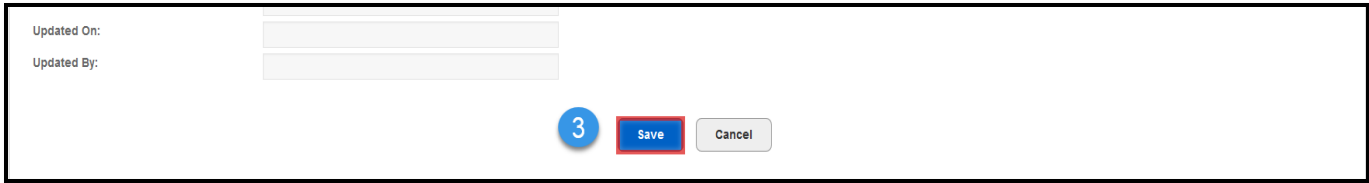
Begin Date: \* 08/18/2020 

End Date: \*   
 Primary Nighttime Residence: \* M - Another Family's House or ...

Unaccompanied Youth:  Yes  No   
 Runaway Youth:  Yes  No

All fields identified with a Red Asterisk require entry before the Homeless record can be saved. The most critical fields are **SHQ Date and Verification Type**.

**Step 3** After completing the data entry, click on the **Save** button.



Updated On:   
Updated By:

3 Save Cancel

**Step 4** Dialogue box will appear indicating to send the SHQ to the Homeless Education Office—Click **Ok** to acknowledge.

**Step 5** Scan and email the SHQ to the corresponding Local District e-mail on Page 1.

**Please Note – Enhancement for ENR 020-0900 Coming Soon!**

Records verified by **phone** will remain on the report until an enhancement is implemented that will remove completed phone verifications from the list. Until this update is made, please note that you will still see students listed for both missing the SHQ and Phone verifications already made.