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

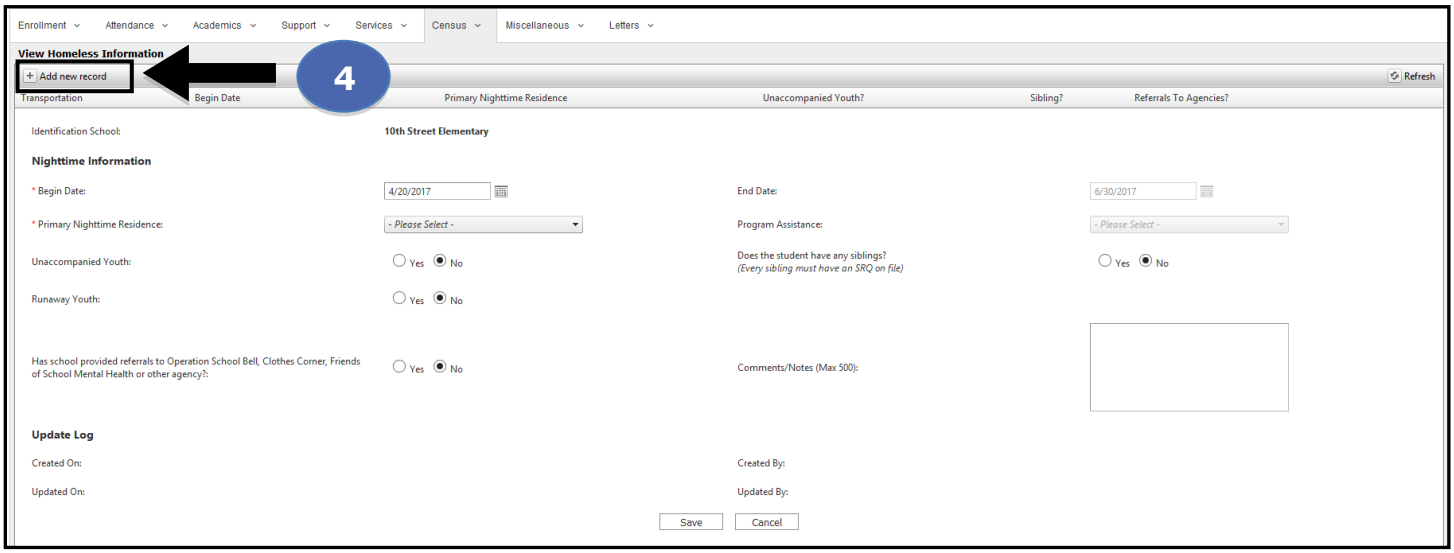
Step 1 Type the student's name in the **Search Students** field and click the **Search** icon.

Step 2 When the results display, click on the student's name to access the **Student Profile**.

Step 3 Hover over the **Census** menu and select **Homeless**.

Step 4 Click the **Add new record** link.

The **View Homeless Information** screen displays.



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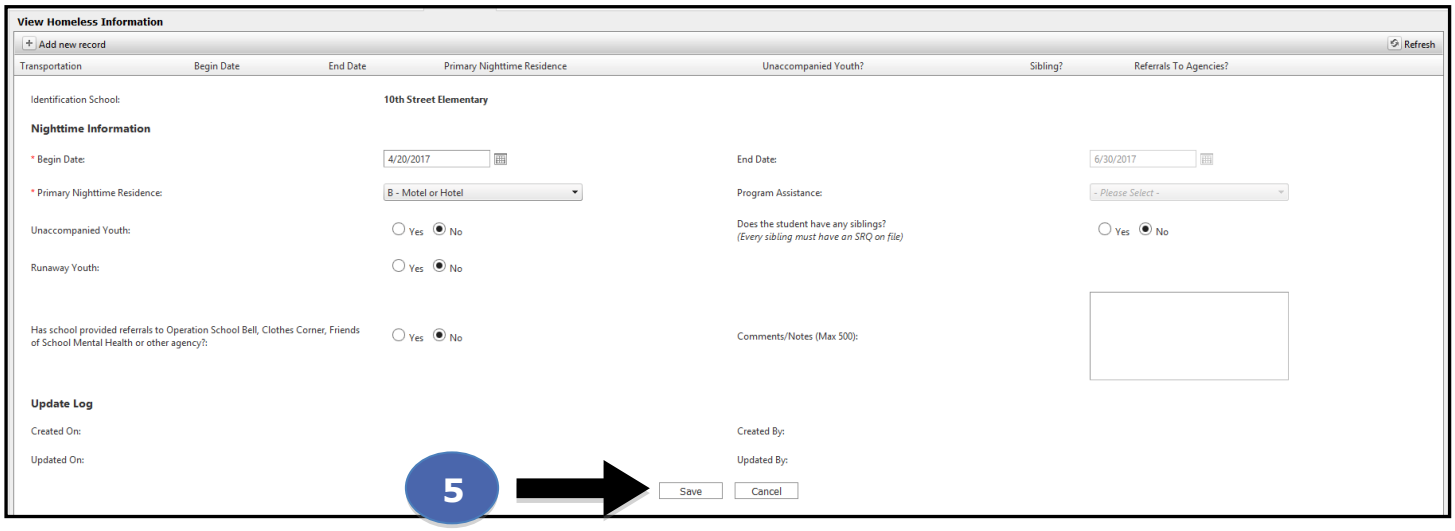
Fields identified with a **Red Asterisk** must be entered before the Homeless record can be saved.

- **Begin Date** * – Enter the Homeless begin date.
- **End Date** – The end date is defaulted to the end of the school year. Example, 6/XX/20XX.
- **Primary Nighttime Residence** * – See **BUL-1570.2** Enrollment/Support of Homeless Children and Youth in Schools.
- **Program Assistance –**This can only be entered by Homeless Office.
  Homeless Education Program webpage: http://homelesseducation.lausd.net
- **Unaccompanied Youth –** Yes/No
- **Does the student have any siblings** – Yes/No (Every sibling must have an SRQ on file)
- **Runaway Youth –** Yes/No
- **Has the school provided referrals to Operation School Bell, Clothes Corner, Friends of School Mental Health or other Agency?** – Yes/No
- **Comments/Notes** (Max 500 characters) – Enter any other relevant information.
- **Update Log –** The following fields: Created on, Created by, Updated on, and Updated by are automatically populated, upon the record being saved.
- **Save/Cancel –** After entering information click the **Save** button to retain the information

Homeless information is entered and shown in the screen shot below.

Step 5 After completing the data entry, click the **Save** button.



The Homeless Information pop-up displays and reminds you to *"Send SRQ (Student Residency Questionnaire) to Homeless Education Program."*

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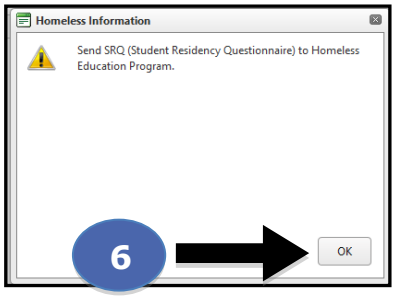
Step 6 Click OK.



The **Homeless** record displays in a list below.

To edit, click the pencil icon.

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

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