

Responsibilities for Local Homeless Education Liaisons

Excerpted from the Local Homeless Education Agency Liaison Toolkit

The Toolkit may be downloaded using Adobe Acrobat. <http://www.serve.org/nche>

Issue	Responsibility	Legally Required
Policies and procedures	<ul style="list-style-type: none"> • Review local policies and procedures that may impact homeless children and youth, such as school enrollment and access to school programs (LEA requirement, may be assumed by liaison). 	Yes
	<ul style="list-style-type: none"> • Revise local policies and procedures determined to be potential barriers for homeless children and youth (This is an LEA requirement that may be assumed by liaison). 	Yes
	<ul style="list-style-type: none"> • Ensure that homeless students are identified by school personnel. 	Yes
Enrollment and access to educational services	<ul style="list-style-type: none"> • Ensure that homeless students enroll in, and receive equal opportunity to succeed in, the schools of the LEA. 	Yes
	<ul style="list-style-type: none"> • Ensure that homeless families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services. 	Yes
	<ul style="list-style-type: none"> • Ensure that parents or guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education. 	Yes
	<ul style="list-style-type: none"> • Assist with enrollment dispute cases and ensure they are mediated in accordance with the state's enrollment dispute resolution process. 	Yes
Outreach	<ul style="list-style-type: none"> • Ensure that the parent or guardian of a homeless child or youth, as well as any unaccompanied youth, is fully informed of all transportation services, including to the school of origin. Ensure that assistance to access transportation services is provided. 	Yes
	<ul style="list-style-type: none"> • Post educational rights of homeless children and youth in all schools. 	Yes
	<ul style="list-style-type: none"> • Post educational rights of homeless children and youth in the community where homeless families and youth may receive services (e.g., shelters, public health offices, libraries, and soup kitchens). 	Yes
	<ul style="list-style-type: none"> • Inform school personnel, service providers, and advocates who work with homeless families of the duties of the liaison. 	Yes
	<ul style="list-style-type: none"> • Collaborate and coordinate with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. 	Yes

