Homeless Liaison Guide

- Go to **Student/Student Profile**
- Look up the student
- Down the left side, go to **Special Programs**
  - *Open the module by clicking on the **+** sign if needed*
- Within the Special Programs module, select **HOMELESS**
- Once in the HOMELESS area, to add a new homeless record, click **ADD HOMELESS TRANSACTION** on the left side
  - *If updating/ending an existing homeless record, click the open icon (circle with the arrow)*
  - Update the screen as needed and click **SAVE**
    - **Please make sure the *"State Homeless Primary Nighttime Residence" is accurate***
    - ***Do not put the end date until the end of the school year***
      - ***If students are enrolled in summer school, do not put an end date***
    - ***Please make sure all of the appropriate "Services/Activities" are correct***
    - ***Please make sure all of the appropriate "Barriers" are correct***
- Complete the screen with the homeless data and click **SAVE** on the top right