**McKinney-Vento Timeline of Reminders**

| **Month** | **Reminders** |
| --- | --- |
| **July** | * At the start of the new school year, begin identifying students who are eligible for McKinney-Vento services. Utilize the previous school year's year-end status and checkpoints, as well as enrollment/residency forms for identification. Utilize McKinney-Vento rights and notification forms as students are identified.
* Update [homeless poster](https://nche.ed.gov/parent-resources/) placements. If needed, order free posters from the National Center for Homeless Education (NCHE) [Homeless Education Rights Posters.](https://nchehelpline.org/)
* Be sure poster locations are archived in writing for easy recall.
* Evaluate and update any LEA paperwork, forms, and written policies utilized for the homeless program, making sure contact information, school year and dates, and policies are correct and meet all requirements (see the *Mandated Policy & Procedures* section of the [McKinney-Vento Toolkit](https://eplan.tn.gov/documentlibrary/ViewDocument.aspx?DocumentKey=1729403&inline=true)).
* Check the LEA's Student Information System (SIS) to ensure that the LEA begins the school year with **zero** (0) students identified as McKinney-Vento eligible.
* Begin planning to attend the National Association for the [Education of Homeless Children and Youth (NAEHCY) Annual Conference](https://naehcy.org/).
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| **August/** | * Complete the Immunization Report due in ePlan.
* Provide annual McKinney-Vento Enrollment, Identification, Resources, and Support Training to LEA staff, including front office staff, principals, social workers, counselors, teachers, support staff, cafeteria staff, janitors, and bus drivers.
* New McKinney-Vento liaisons should update ePlan with the correct contact information through [this survey](https://stateoftennessee.formstack.com/forms/liaison_directory).
* New McKinney-Vento liaisons should submit an [ePlan User Access Form](https://eplan.tn.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=1511231&inline=true) if they will require access to ePlan.
* New McKinney-Vento liaisons may want to participate in the online [McKinney-Vento](https://nche.ed.gov/self-paced-online-training/) [Self-Paced Training](https://nche.ed.gov/self-paced-online-training/) provided by the National Center for Homeless Education (NCHE).
* Enter eligible students in your SIS and keep your system current throughout the year.
* Seek supports from community partners for students (begin to plan ahead for holidays).
* Check the accuracy of McKinney-Vento students’ identification and alignment with SIS and EIS uploads.
 |
| **September** |
| **October/** | * Ensure McKinney-Vento eligible students are in your SIS and align with Education Information System (EIS) uploads for certification.
* The National Association for the Education of Homeless Children and Youth (NAEHCY) Annual Conference
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| **November** |
| **December** | * Facilitate and organize supports from the community for children/youth during the holidays (e.g., food drives, clothing drives).
* Check the accuracy of McKinney-Vento students’ identification and alignment with SIS and EIS uploads.
 |
| **January** | * Review McKinney-Vento Programming Enrollment, Identification, Resources, and Support Training with staff during the beginning of the new semester.
* Check the accuracy of McKinney-Vento student's identification and alignment with SIS and EIS uploads.
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| **February** | * Begin to plan summer programming for McKinney-Vento-identified students.
* Begin planning the McKinney-Vento Free Application for Federal Student Aid (FAFSA) Round-Up Week.
* Check the accuracy of McKinney-Vento students’ identification and alignment with SIS and EIS uploads.
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| **March/ April** | * Check the accuracy of McKinney-Vento students’ identification and alignment with SIS and EIS uploads.
* Seek supports from community-based organizations and partners for students (begin to plan for summer break needs and resources).
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| **May/ June** | * Verify students' living situation at year-end for prioritization at the beginning of the school year.
* Send an end-of-year letter to McKinney-Vento families. An end-of-year letter sample template can be found [here.](https://eplan.tn.gov/DocumentLibrary/ViewDocument.aspx?DocumentGuid=8cb8ab60-5749-4f9f-995e-e169b02aa5d6&inline=true)
* Access what worked well with the homeless program and determine if any changes need to be made.
* Be sure to review data to determine student outcomes and include relevant stakeholders in the assessment process.
* Check the accuracy of McKinney-Vento students’ identification and alignment with SIS and EIS uploads.
* Homeless Immunization Report Opens in ePlan
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**McKinney-Vento Subgrantee**

Additional Calendar Reminders

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| **Month** | **Reminders** |
| **July** | * Allocations awarded and budget planning opens in ePlan
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| **August/ September** | * FER due in ePlan August 1
* FY21 McKinney-Vento budget due in ePlan
* Waivers pertaining to Title IX, Part A McKinney-Vento Funds Due
* FY19 funds must be obligated in September
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| **October/ November** | * The Mid-Year performance review template will be shared, and the submission window in ePlan will open
* Quarterly call with McKinney-Vento State Coordinator
 |
| **December** | * FY19 funds must be liquidated in December
 |
| **January** | * Mid-Year Performance review due in ePlan
* Mid-Year Performance review calls will take place
* Quarterly call with McKinney-Vento State Coordinator
 |
| **February** | * The remainder of the Mid-Year Performance review calls takes place.
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| **March/ April** | * Closeout report template opens in ePlan
* Quarterly call with McKinney-Vento State Coordinator
 |
| **May/ June** | * Closeout Report due in ePlan
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