

<b>Title IX Monitoring Tool</b>	
<b>2024-2025</b>	
Montana Office of Public Instruction	
If you have questions please contact Justine Guthrie, Homeless Education Coordinator, <a href="mailto:Justine.Guthrie@mt.gov">Justine.Guthrie@mt.gov</a> , 406-410-4098.	
<b>District:</b>	
<b>County:</b>	
<b>Date:</b>	
<b>District Authorized Representative:</b>	<b>Phone:</b>



**Notice to all districts:** Due to the wide range of district and school parental notification forms, and the fact that many do not meet federal requirements, **beginning with School Year (SY) 2021-22, [TransACT](#) documents must be used.** Those sections where TransACT forms must be used are identified within the Monitoring Tool. The Montana Office of Public Instruction (OPI) pays for a state subscription to TransACT for all Montana districts.

**Upload this completed monitoring tool into your unique monitoring portfolio.**

## Title IX - McKinney-Vento Homeless (Required for All Districts)

Item #	Item	Required Documentation	Documentation Submitted (District check off)	Documentation Received by the OPI (OPI use only)
<b>MV-A Policies &amp; Procedures</b>				
<b>MV-A</b>	<p>The LEA has reviewed and revised policies and procedures that could act as barriers to the enrollment, attendance, and success of homeless children and youth. 42 USC, 119, VI, B, §11432 (g)(1)(I) Policies and procedures must include the following:</p> <ul style="list-style-type: none"> <li>Procedures to identify homeless children and youth, including the identification of unaccompanied homeless youth (UHY)</li> <li>Procedures to report data to the OPI as required by the ESEA, including demographic data, testing, attendance, and graduation/drop-out</li> <li>Procedures to ensure immediate enrollment without documentation, including enrollment in any school-based programs or extra-curricular activities</li> <li>Procedures for assisting in obtaining necessary documents</li> <li>Procedures for referring students to other services within the school/district</li> <li>Procedures for referring families to other services in the community, including Head Start services for younger siblings</li> </ul>	<p>TransACT state-level notices: OPI Homeless brochure and homeless poster</p> <p>TransACT form HS-04 or OPI Homeless brochure</p> <p>TransACT state-level notices: OPI Homeless Dispute Resolution Form</p> <p>TransACT forms HS-02 and HS-03</p> <p>Copies of all school board, district, and school policies that address the identification and educational needs of homeless students, including dates of adoption. *Policies must have been adopted after October 2016, to comply with the ESSA.</p> <p>A narrative explanation of how the district collects and maintains data on homeless students as required in the ESEA.</p> <p>Copies of district or school documents: residency questionnaires, enrollment forms, proof of immunization forms, referral for services forms, or other documentation that provides evidence of a method to determine the housing status of students.</p> <p>A narrative explanation of how the district assists homeless students in obtaining necessary documentation.</p> <p>Copies of memos or documents used to inform school nutrition services and transportation services of homeless children.</p> <p>Proof of collaboration with Head Start or other pre-school programs serving homeless families and children.</p> <p>Copies of staff and student handbooks.</p> <p>The URL of the school/district webpage with information for homeless families and students.</p> <p>Copies of all outreach materials, including a list of the locations where such materials can be found in the community.</p> <p>Copies of the district's dispute resolution form, or of the staff and parent handbook explaining how parents may dispute the district's decision regarding the determination and placement of a homeless child</p> <p>Copies of materials provided to families that include the rights of homeless students.</p>		

	<ul style="list-style-type: none"> <li>• Handbooks and websites must include information on eligibility, contact information for the liaison, and the process for requesting assistance</li> <li>• Outreach materials and information are posted in the local community in locations where homeless families and youth may seek assistance.</li> <li>• Families and UHY must be provided with a copy of their rights, including the right to transportation.</li> <li>• Procedures for families or UHY to file a dispute if there is a disagreement about eligibility, school placement, or services to be provided.</li> </ul>			
<b>MV-B Duties of the Liaison</b>				
<b>MV-B</b>	<p>The LEA has designated a homeless liaison who has the capacity to perform all duties as required. §11432 (g)(6) Such duties include:</p> <ul style="list-style-type: none"> <li>• Annual participation in three hours of professional development on topics related to family or child homelessness (Seven hours for subgrant liaisons.)</li> <li>• Training for ALL school personnel and local agencies serving low-income families and children regarding the rights of homeless children and youth</li> <li>• Coordination and collaboration with other school-based programs, such as Title I, IDEA, EL, migrant, and Indian Education</li> </ul>	<p>TransACT form HS-08</p> <p>Copies of agendas from staff meetings, trainings, or professional development.</p> <p>Copies of emails or communication between the homeless liaison and staff who coordinate activities for other programs within the building that are providing services to homeless students.</p> <p>Copies of emails or communication between the homeless liaison and staff who support CTE, Fine Arts, Athletics, or other school sponsored enrichment activities that homeless students are participating in.</p> <p>Copies of emails or communication between the homeless liaison and other local liaisons regarding transportation, student transfers, area resources, or other regional issues affecting homeless families and students.</p> <p>Copies of emails, newsletters, or other communication between the homeless liaison and the state coordinator regarding homeless students, issues, or program questions.</p> <p>Copies of emails, meeting agendas, or other evidence that the homeless liaison communicates and collaborates with local shelters, food banks, or other organizations providing services to homeless students.</p> <p>District must supply evidence of professional development which could include renewal units, college credits, certificates of completion, or evidence of attendance at a conference.</p>		

	<ul style="list-style-type: none"> <li>• Coordination with CTE teachers, athletic coaches, fine arts teachers, or other staff supporting school sponsored enrichment activities</li> <li>• Coordination and collaboration with other local homeless liaisons and the state homeless coordinator</li> <li>• Collaboration with local agencies providing shelter, food, health care, or other services to homeless families and children</li> <li>• Name of liaison, listed duties, and evidence of participation in professional development that addresses the specific needs of children and families at risk of, or experiencing, homelessness.</li> </ul>			
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### MV-C Program

<b>MV-C</b>	<p>The district and local liaison have designed a high-quality program focused on providing homeless children and youth with access to all services and supports needed to ensure their academic success. Such services and supports must include:</p> <ul style="list-style-type: none"> <li>• School meals</li> <li>• Transportation</li> <li>• Title I support, including support for students enrolled in non-Title I schools</li> <li>• Support for parents and families of homeless children and youth to participate in family engagement activities or other school events</li> <li>• Participation in other federally funded programs such as</li> </ul>	<p>TransACT form HS-10</p> <p>Copies of the overall Title I plan that includes a method for identifying and serving homeless children, including services to homeless children enrolled in non-Title I schools (if applicable).</p> <p>Documentation of parent and family engagement in educational activities, including meeting agendas, letters, or other evidence of outreach to homeless parents and families.</p> <p>An explanation of how the educational success of homeless students is supported by other programs.</p> <p>An explanation of how CTE teachers work with school counselors and other staff to recruit homeless students into CTE programs and student organizations. Include an explanation of any financial or material support for homeless students participating in CTE. (If applicable.)</p> <p>Evidence that the school counselor(s) has received training in how to assist homeless students in completing the FAFSA. (If applicable.)</p> <p>Agendas or flyers that include information on specialized meetings regarding college preparation for students experiencing homelessness or how to support their parents and families.</p> <p><b>Note:</b> Copies of the Title I plan provided by the OPI-district does not need to include in the portfolio.</p>		
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	<p>IDEA, EL, migrant, Indian Education, and 21st Century.</p> <ul style="list-style-type: none"> <li>• Participation in Career and Technical Education programs and student organizations</li> <li>• School counseling programs which assist in applying for college, completing the FAFSA and other financial aid applications, and other planning and preparation for post-secondary opportunities including vocational schools and the military.</li> </ul>			
<b>MV-D Title IX McKinney-Vento Homeless Act – Regular Program (<i>Required for all Districts</i>)</b>				
<b>MV-D</b>	<p>The LEA must provide detailed information on how Title I, Part A funds set aside for the use of the homeless program were expended, including the names of personnel paid, professional development, or a description of the supplies purchased. Describe the process used by the district to evaluate program effectiveness, including graduation rates, state or local standardized test scores, and attendance data of homeless students. §11432(G)(1)</p>	<p>Provide detailed financial information regarding the expenditure of Title I set-aside funds.</p> <p>Show the data used to determine program effectiveness. Explain how the data is used to inform the evaluation process and any changes that have been, or will be made, based on this data.</p> <p><b>Note:</b> MV Subgrantees will describe program evaluation efforts in the section below.</p>		
<b>MV-E Title IX McKinney-Vento Homeless Act – <i>Subgrantees only</i></b>				
<b>MV-E</b>	<p>Describe progress and dates of McKinney-Vento Authorized Activities as specified in your McKinney-Vento Sub-grant application.</p> <p>Explain the process used by the district to evaluate program effectiveness, including graduation rates, state or local standardized test scores, and attendance</p>	<p>Provide a summary of all activities including timelines and expenditures, as outlined in the LEA's current McKinney-Vento application.</p> <p>Copies of action plans, call logs, or other case management notes may be submitted.</p> <p>All names and identifying information should be removed per FERPA.</p> <p>Show the data used to determine program effectiveness. Explain how the data is used to inform the evaluation process and any changes that have been, or will be made, based on this data.</p>		

	data of homeless students. §11432(G)(1)			
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