**10+ Duties of an LEA Liaison – Responsibility, Self Assessment, & Notetaker Activity**

**Highlighting Responsibilities - Key:**

A = Administrative - policy-level & programmatic decisions, processes, coordination, professional development, etc.
C = Clerical – record keeping, communication,
S = Counseling/Social Work – meeting direct needs, community connections/making referrals

**Self Assessment - Rating scale:**
1. I've got this!
2. With a little research/outreach, I think I can figure this out.
3. It would help me to have a thinking partner or a mentor to guide me.
4. Assistance from the State Coordinator would be helpful for me.
5. I didn't even realize this needed to be done, and I don't know where to start

A homeless liaison must ensure:

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| **Self Assessment** | **Responsibility Type** | **10 Responsibilities**A homeless liaison must ensure: | Notes |
|  |  | 1 - homeless children and youth (HCY) are **identified** by school personnel through outreach and coordination with other agencies; |  |
|  |  | 2 - HCY are enrolled in and have a **full and equal opportunity** to succeed in school; |  |
|  |  | 3 - homeless families and HCY have **access** to and **receive educational services** for which they are eligible; |  |
|  |  | 4 - homeless families and HCY receive **referrals** to health care services, dental services, mental health and substance abuse services, housing services, etc. |  |
|  |  | 5 - parents or guardians of HCY are **informed** of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in their education; |  |
|  |  | 6 - public notice of the **educational rights** is disseminated in locations frequented by parents, guardians, and UHY in a manner and form understandable to them; |  |
|  |  | 7 - enrollment **disputes** are **mediated**; |  |
|  |  | 8 - parents, guardians, and UHY are informed of all **transportation services**, including transportation to the school of origin; |  |
|  |  | 9 - school personnel receive **professional development** and other support;  |  |
|  |  | 10 - UHY are enrolled in school, have opportunities to meet the same academic standards established for other students, are informed of their status as independent students, and are assisted to receive verification of their status for completing the Free Application for Federal Student Aid (**FAFSA**). |  |
|  |  | Data Keeping & Reporting: code, track services/referrals, submit to state |  |

NCHE’s *Homeless Liaison Toolkit, Chapter 2* [*https://nche.ed.gov/homeless-liaison-toolkit/*](https://nche.ed.gov/homeless-liaison-toolkit/)