**Fanau i Nofoaga le Tumau Program Monthly Calendar
(Please adapt to meet the needs/resources of your school)**

**Late Spring/Summer Months(June & July):**

Make sure Housing Surveys are in registration/enrollment packets for all students

* Estimate school supplies needed and distribution processes
* Renew or establish new possible local partners and update Memos of Understanding (MOUs)
* Update Homeless Ed. Program website

 **August:**

* Review Housing Survey forms and verify/identify new students upon enrollment
* Review Housing Survey forms for previously identified students to determine if they are still eligible
* Ensure that students are coded correctly in the PowerSchool.
* Contact Social Services, Public Health, and/or other organizations to update contact information for referrals or schedule mobile services to schools
* Make sure awareness posters are placed in the schools – elementary & secondary, at your social services agencies, public health, food bank, and/or other agencies that may provide services to families
* Provide annual training to all staff
	+ Strategies to identify students who are unstably housed
	+ MV definition and eligibility
	+ Services available to students
	+ Staff referral process
* Meet with transportation department and school secretaries and provide information about identifying students.
* Provide food service staff a list of identified students with their eligibility dates – update as needed

**September:**

* The school MTSS team should review assessment data for unstably housed students, identify needs, provide interventions, and set up a regular monitoring/check-in system with students for **A**bsences/Tardies, **B**ehavior, **C**oursework, and/or **P**hysical needs as appropriate.
* Refer students to appropriate services/interventions as needed.

**October:**

* Monthly monitoring/check-in of students (**A**bsences/Tardies, **B**ehavior, **C**oursework,& **P**hysical needs)
* Ensure that students are coded correctly in the PowerSchool and that all past-year students who are no longer eligible are removed from the list.
* Support seniors with completing the FAFSA and college/career planning

**November:**

* [National Homeless Youth Awareness Month](https://www.nctsn.org/resources/public-awareness/national-homeless-youth-awareness-month) activities
* Monthly monitoring/check-in of students (**A**bsences/Tardies, **B**ehavior, **C**oursework, & **P**hysical needs)

**December/January:**

* Review data for students – Look for patterns in **A**bsences/Tardies, **B**ehavior, **C**oursework,  **P**hysical needs
* Review and revise monitoring/check-in plan as needed based on new data
* Review Title I Homeless set-asides expenditures and forecast additional needs.
* Send out Housing Survey forms or another reminder to update student addresses to identify additional students who may have moved mid-year.

 **February:**

* Monthly monitoring/check-in of students (**A**bsences/Tardies, **B**ehavior, **C**oursework, **P**hysical needs)

**March:**

* Monthly monitoring/check-in of identified students (**A**bsences/Tardies, **B**ehavior, **C**oursework, **P**hysical needs
* OASIS Testing: Ensure students participate in academic testing

**April:**

* Monthly monitoring/check-in of identified students (**A**bsences/Tardies, **B**ehavior, **C**oursework, **P**hysical needs)
* OASIS Testing: Ensure students participate in academic testing

**May:**

* Review/meet the needs of graduating seniors
* Support students who may be transferring to new schools, i.e., middle to high school
* Monthly monitoring/check-in of students (**A**bsences/Tardies, **B**ehavior, **C**oursework, & **P**hysical needs)
* OASIS Testing: Ensure students participate in academic testing
* Review end-of-the-year academic, behavior, and coursework data for MV students
* Year-end data reporting: # identified/served, number of referrals to partner agencies, amount spent/resources provided from all sources
* Make sure all identified students have been coded in PowerSchool to be included in year-end reporting
* Plan for students' summer needs—refer as needed to lunch feeding sites, etc.