



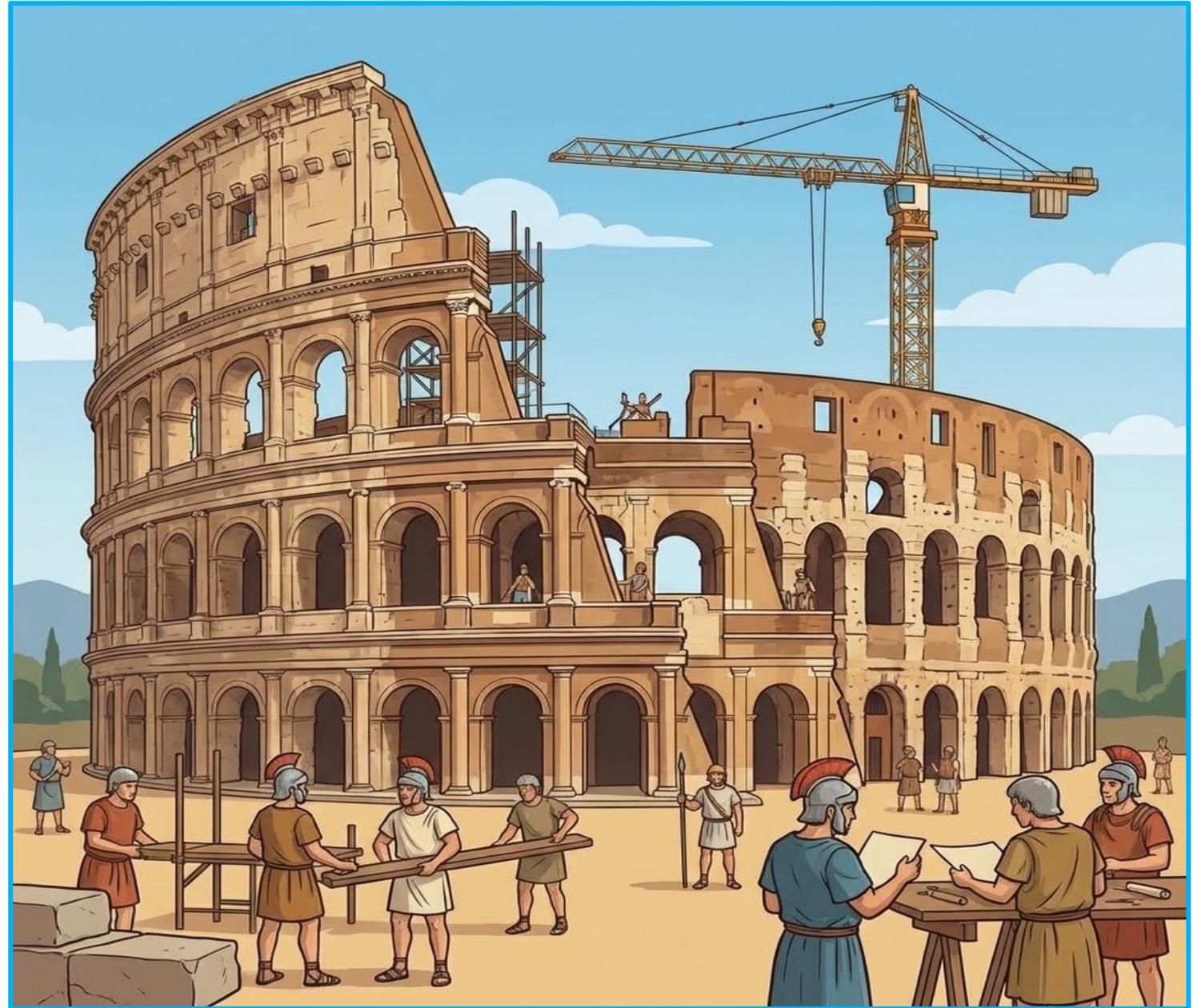
Building Sustainable McKinney-Vento Systems: Identification, Compliance, & Collaboration

Presented By:

Vanessa Gutierrez Castro
&
Anay Garcia Ortega



Rome was not
**BUILT IN ONE
DAY.....**
IT TOOK TIME



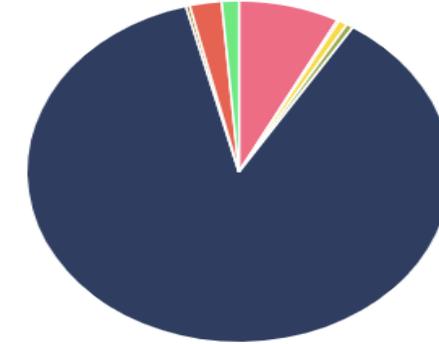
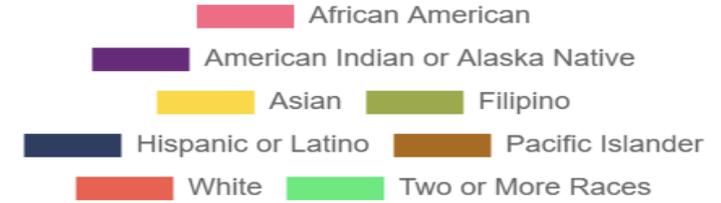
STUDENT POPULATION

Enrollment

23,073

*29 SCHOOL-SITES:
19 Elementary Schools
5 Middle Schools
4 High Schools
1 Virtual Academy*

Enrollment by Ethnicity



Ethnicity	Enrollment	Percent
African American	1,766	7.7%
American Indian or Alaska Native	35	0.2%
Asian	154	0.7%
Filipino	120	0.5%
Hispanic or Latino	20,069	87.0%
Pacific Islander	70	0.3%
White	560	2.4%
Two or More Races	299	1.3%

English Learners	4,404	19.1%
Foster Youth	178	0.8%
Homeless Youth	2,067	9.0%
Migrant Education	0	0.0%
Students with Disabilities	2,820	12.2%
Socioeconomically Disadvantaged	19,478	84.4%



IDENTIFICATION PROCESS: ENROLLMENT CENTER

Housing Questionnaire



The information provided below will help your child's school to determine whether you and/or your child may be eligible for specialized services and supports. This could include additional educational services through Title I, Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Student Name	Date of Birth
School Assigned	Grade

Which of the following describes you and/or your family's current living situation? Please check all that apply.

- Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason
- Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer
- Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)
- Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason
- I am a student under the age of 18 and living apart from parent(s) or guardian
- None of the above. My student and I live in permanent, adequate housing

The undersigned parent/guardian certifies that the information provided above is correct and accurate.

Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
Street Address	City	State
Zip Code	Phone Number	

Your child or children may have the right to:

- Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

Please list all children currently living with you.

Name	Birthdate	Grade (if applicable)	School (if applicable)

If you have any questions about these rights, please contact your school site's homeless youth representative. If you have trouble contacting them, you may contact the Rialto USD McKinney-Vento & Foster Youth Liaisons at 908-873-4336.

Step 1: Enrollment Center identifies (NEW or Re-Activated) Students

- The Enrollment Center identifies new or re-activated students during the registration process.
- If a student is identified as McKinney-Vento eligible:
 - Enrollment staff enter the Homeless Program Code in Synergy
 - The required documentation (Housing Questionnaire) is uploaded to the student's record

Step 2: Notification

- Enrollment staff email the Housing Questionnaire (included in the registration packet) to:
 - School Site Representatives
 - District McKinney-Vento Liaisons
- This process ensures immediate communication & coordination between the Enrollment Center, school sites, and district liaisons.



SCHOOL SITE REPRESENTATIVES LIST

2025-2026 School Site Representatives		
ELEMENTARY SCHOOLS	FOSTER YOUTH REP	MCKINNEY- VENTO REP
BEMIS	Jacqueline Blakeney/Amanda Urista	Jacqueline Blakeney/Amanda Urista
BOYD	Laura Bleeker	Laura Bleeker
CASEY	Ignacio Avila	Jessica Parra Montiel
CURTIS	Vanessa Roque/Ruvisel Jaimes	Vanessa Roque/Ruvisel Jaimes
DOLLAHAN	Joy Bryson/ Rosio Trevino	Joy Bryson/ Rosio Trevino
DUNN	Rica Glaze/ Vanessa Gomez	Rica Glaze/ Vanessa Gomez
FITZGERALD	Veronica Pizarro / Thalia Andrade / Rose Jarbigian	Veronica Pizarro / Thalia Andrade / Rose Jarbigian
GARCIA	Myra Citron/Gilbert Pulido	Myra Citron
HENRY	Rocio Espinoza	Rocio Espinoza
HUGHBANKS	Mercedes Anderson	Mercedes Anderson
KELLEY	Jeanie Calderon / Jessica Moreno	Jeanie Calderon / Jessica Moreno
KORDYAK	Krystal Rojas / Jessica Artiga /David Kretschmer	Krystal Rojas / Jessica Artiga /David Kretschmer
MORGAN	Jeremiah De La Cruz / Magdalena Raygoza	Jeremiah De La Cruz / Magdalena Raygoza /Ariana Mendoza
MORRIS	Delores Rodriguez/Janet Mendez	Delores Rodriguez/Janet Mendez
MYERS	Diocelina Van Belle	Tania Esquivel
PRESTON	David Yang / Cinthia Gomez /Betsabe Delgado	David Yang /Cinthia Gomez / Betsabe Delgado
SIMPSON	Alma Banuelos	Alma Banuelos
TRAPP	Claudia Larios / Elvira Sierra / Hector Ramirez	Claudia Larios /Elvira Sierra/ Hector Ramirez
WERNER	Christina Massengale / Maria Soto	Christina Massengale / Maria Soto
MIDDLE SCHOOLS	FOSTER YOUTH REP	MCKINNEY VENTO REP
FRISBIE	Claudia Centeno / Jamie Ramirez / Sasha Zamarripa	Claudia Centeno / Jamie Ramirez / Sasha Zamarripa
JEHUE	Lori Pevoteaux	Lori Pevoteaux
KOLB	Cynthia Latham	Cynthia Latham
KUCERA	Patricia Sandoval/Michelle Nellon	Patricia Sandoval/Michelle Nellon
RIALTO	Melissa Kromas / Vanessa Gaheta	Melissa Kromas / Vanessa Gaheta
HIGH SCHOOLS	FOSTER YOUTH REP	MCKINNEY VENTO REP
CARTER	Mary Jane Ahumada / Lanaja Sankey / Danelia Romero	Mary Jane Ahumada / Lanaja Sankey / Danelia Romero
EISENHOWER	Jeffrey Prentice / Joshua Sanchez / Noelany Aguaya	Jeffrey Prentice / Joshua Sanchez / Noelany Aguaya
RIALTO	Stephen Piggue / Bertha Garcia / Vanessa Carrillo	Stephen Piggue / Bertha Garcia / Vanessa Carrillo
MILOR	Edwin Carranza / Damon Lesure	Edwin Carranza / Damon Lesure
ZUPANIC	Elena Tembrina/ Maria Lesure	Elena Tembrina/ Maria Lesure
SITES	FOSTER YOUTH REP	MCKINNEY VENTO REP
BOB MURPHY CDS	Erik Johnson	Erik Johnson
CWA	Dr. Frank Camacho / Vanessa Gutierrez / Anay Garcia	Vanessa Gutierrez / Anay Garcia
TRANSPORTATION	Javier Pacheco Aviles	Javier Pacheco Aviles



ROLE OF THE SITE REPRESENTATIVE(S)

School Site Representative(s) serve as second set of eyes after enrollment.

Responsibilities include:

- *Verify that the McKinney-Vento Program Coding in Synergy is accurate*
- *Contact the family if additional information or follow-up is needed.*
- *Offer immediate Support to students, such as:*
 - *Transportation*
 - *Clothing*
 - *School Supplies*
 - *After-School Programs*
 - *Tutoring*
- *This ensures students receive services promptly and accurately.*



BUILDING A SCHOOL SITE SUPPORT TEAM

While each School has a designated representative, sites are encouraged to adopt a team-based approach.

Support team members may include:

- *Project Clerks*
- *Staff managing ASB or Site funds*
- *Counselors*
- *Attendance staff*
- *Administrators*

This collaboration approach helps ensure that students experiencing homelessness receive timely support and access to resources.



IDENTIFICATION PROCESS: ONLINE VERIFICATION

OLR Verification Process 2025-2026

Most parent submissions will be auto-accepted when there are no changes made, with the exception of McKinney-Vento/Foster, Health Conditions/Medication, and Address updates. The verification will be made by the corresponding staff role, Secretary for address updates, the Health Clerk/Nurse for health conditions/medications, and McKinney/Foster Liaisons for homeless information.

1. Start by searching for the Registration Queue in quick launch.
2. Make sure you change focus year to 2025-2026.
3. In the Registration Queue screen you will see the Registrations tab.
4. In the OLR Setup drop down, you will see Verification for existing students. There is also an option for New Student, those are not to be processed, parent probably submitted wrong verification. School staff can delete those and guide the parent to select the correct option.
5. You will also see the Total Pending Registrations.
6. There will be a message that reads Review Required Prior to Accept for Any Registrations with Critical Changes.
7. You will now see the Registration Flags. Those flags include Foster, McKinney, Health, and Address.
8. The flags will be listed for each student in the columns. Depending on your role, you will be verifying that submission. For example, a health flag, health clerk or nurse will accept.
9. If you see that there are more than one flag checked, you must follow the next process.
10. In the Note column, you can click on the OLR:Auto-Accept... hyperlinked text.

OLR Verification Process 2025-2026

11. A Registration Note window will display. This is where the person that is reviewing will enter the notes under their specified role. In this example, both the secretary and McKinney liaison will need to review before accepting.
12. Depending who is reviewing first or second, Reviewed By and Date is required. If one has no note, then the other must just enter their note and leave in the queue. You don't accept this OLR until both updates have been processed. If both have been reviewed then the last one to review can accept.
13. You can click on Save to proceed back to the queue.

14. To review and accept you will see the Actions Column in the far right of the Registration Queue list.
15. From the drop down select Review.
16. There will be a popup window with the OLR that parent submitted. You will then click on the Review button.
17. You can then scroll all the way to the bottom.
18. You will see the Student Documents submitted by parent. Depending on your role you can print or access your document from here. A copy of this document is automatically added to the student profile in the document tab once it has been accepted.
19. Click on Done to return to the review screen. You can close that window and return to the Registration Queue.
20. The last step is to go to the Actions column and from the drop down select Accept. You have now completed the OLR Verification process in Synergy.



ONLINE REGISTRATION (OLR) ANNUAL VERIFICATION

Each year in April, families complete Online Registration (OLR) to verify their student's information for the upcoming school year.

Guardians review and update:

- *Students demographic information*
- *Address information*
- *Health Conditions or medications*
- *Housing Status (McKinney-Vento)*

This process helps the district maintain accurate student records and ensure compliance with state and federal reporting requirements.



STRENGTHENING THE MCKINNEY-VENTO PROGRAM CODING PROCESS

In previous years, we identified a challenge:

- *Students remained coded as McKinney-Vento year after year.*
- *Some school sites did not follow up to verify housing status during Online Registration (OLR).*

These issues created data accuracy & compliance concerns.

To address this, the district collaborated with the IT Department to improve the system:

- *The McKinney-Vento program is now closed each year in the system.*
- *Students must be re-verified during OLR for the new school year.*

This process ensures accurate identification and proper documentation for all students.



STAFF ROLES IN OLR VERIFICATION

When parents submit Online Registration (OLR), most submission are automatically accepted if there are no changes.

However, certain updates require staff review.

Verification responsibilities include:

- *Address updates*
- *Housing Status Verification*

School site representatives review submissions and confirm McKinney-Vento eligibility before coding students for the new school year.

Access to code students in the system is granted only after staff complete training provided by the IT Department or the McKinney-Vento District Team.



HOUSING QUESTIONNAIRE GUIDANCE

The San Bernardino County Superintendent of Schools encourages school districts to administer the Housing Questionnaire at key points during the school year, including:

- *Before the start of the school year*
- *After the winter break*

These checkpoints help districts identify students whose housing situation may have changed and ensure they receive the support and services they need.



RIALTO UNIFIED ENHANCED IDENTIFICATION PRACTICE

In addition to the recommended checkpoints, Rialto Unified expanded the process to strengthen identification.

Housing Questionnaire are now also provided:

- *Whenever a student has a change of address*

This allows staff to:

- *Initiate a conversation with the guardian or student*
- *Determine if the housing situation has changed*
- *Update coding and provide appropriate services*
- *Close the Coding if the family has obtained permanent housing*
- *Ensure student coding reflects the current living situation*

This practice helps improve data accuracy, compliance, and timely support for students experiencing homelessness.



MCKINNEY-VENTO PADLET : ON THE GO RESOURCES

Vanessa Gutierrez Castro • 6d
McKinney-Vento

McKinney-Vento Referral/Housing Questionnaire

McKinney-Vento Questionnaire

Housing Questionnaire

The information provided below will help your child's school to determine whether you and/or your child may be eligible for specialized services and supports. This could include additional educational services through Title I. Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Student Name _____ Date of Birth _____
School Assigned _____ Grade _____

Which of the following describes you and/or your family's current living situation? Please check all that apply.

- Sharing housing with others (due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason).
- Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer.
- Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat).
- Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason.
- I am a student under the age of 18 and living apart from parent(s) or guardian.
- None of the above. My student and I live in permanent, adequate housing.

The undersigned parent/guardian certifies that the information provided above is correct and accurate.

PDF [Return Name \(Print\)](#) [Parent/Guardian Signature](#) [Date](#)

Housing Questionnaire 24_25

Please make sure you are updating and uploading the Housing Questionnaire into the DOCUMENTS TAB in SYNERGY when there is a housing status change.

McKinney-Vento Referral

Rialto Unified School District
McKinney-Vento REFERRAL

McKinney-Vento Referral 2025/2026

vgutier2@rialtousd.org [Switch account](#)

* Indicates required question

Email *

CODING GUIDE/SYNERGY

McKinney-Vento CODING PROCESS

McKinney-Vento Coding

REFERRAL SCREEN → STUDENT NEEDS SCREEN → DWELLING DEMO-SCREEN → MCKINNEY-V BUDGET → REFERRAL → GOAL

SYNERGY → SYNERGY → SCHOOL SITE BUDGET → PADLET DOCKET FORM

Each school site is assigned to the McKinney-Vento budget funds (and is responsible for administering both SYNERGY and PADLET DOCKET FORM).

By identifying students who are McKinney-Vento eligible, we can provide them with the support they need to succeed.

PDF

Adding McKinney-Vento or Foster Placement Information in Synergy

Adding McKinney/Foster in Synergy

The following instructions show how to enter programs and homeless information in Synergy. The first part is the Student Needs screen. The second part is the Student Services screen.

Part 1: Student Needs Screen

- Start by navigating to the Student Needs Screen, you can use the PAD Tree or search Student Needs in the Quick Launch search.
- Next you search for the student and add the Programs from the Add Level drop down.
- Next you click on the Add New Program button, the pop-up Student Add screen will appear.

PDF [Adding McKinney Foster STUDENT NEEDS CODING](#)

Rialto Unified Resources

IN-NEED Referral

Rialto Unified School District
CHILD WELFARE & ATTENDANCE
IN-NEED REFERRAL

In-Need Referral 2025-2026

vgutier2@rialtousd.org [Switch account](#)

* Indicates required question

Date: *
mm/dd/yyyy

School: *

Your answer

Guardian's Name: *

docs.google.com

viewform

Students who are neither McKinney-Vento or Foster can be supported with resources with the In-Need Referral.

25-26 Transportation Ridership Program

25-26 Transportation Ridership Program

Students residing within the prescribed distance from their school of residence may obtain transportation services through the Ridership Program. Students are required to submit a transportation application to receive school bus services. The intent of the Ridership Program is to assign students to general Education Routes. Transportation Services will assign students to routes until the maximum capacity is reached. Students who are not immediately placed on a route will be placed on a waiting list and notified when a seat becomes available. Applications must be submitted annually. Applications will be reviewed after September 12, 2023, completing the application does not guarantee

McKinney-Vento FUNDS: GUIDE & IDEAS

FISCAL/PURCHASING Questions GUIDE

PURCHASING QUESTIONS

- Would I be able to purchase and put together hygiene items for our older students?
 - YES
 - NO
- Will I use the same code of 5880?
 - YES
 - NO
- How to complete POs and Requisitions related to the McKinney-Vento budget?
 - Reference the Purchasing Handbook.
 - Site must create a requisition in Compass2U for an Open Purchase Order for an amount not to exceed designated amount determined by fiscal per student per semester. Object code 5880.
 - The description should identify that the purchases are for McKinney-Vento students and the items being purchased, such as clothing, shoes, toiletries and/or school supplies.
 - Requisitions must have a report from Synergy that identifies all McKinney-Vento students at the school site.
 - Purchases must be necessary and reasonable, as required by Board Policy. Allowable purchases would include clothing, shoes, toiletries and school supplies.
 - After purchase using a card, the original, itemized receipts should be given to Purchasing Services after turning in the card and must be approved to pass, signed, and dated.
- List of commonly used vendors for McKinney-Vento purchases.
 - Wal-Mart
 - Barfington
 - Office Solutions

PDF

McKinney-Vento Purchasing Fiscal Questions GUIDE

FIELD TRIP GUIDE

HELLO

MKVF Shopping

welcome

google docs

McKVF Shopping



Full Sail Ahead: Supporting Students Navigating Smooth & Stormy Waters

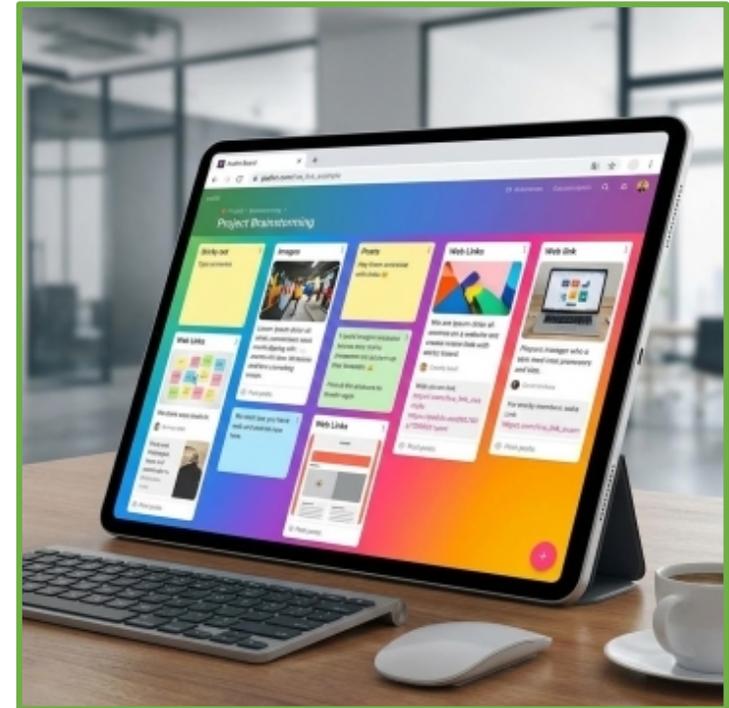
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PADLET & RESOURCES

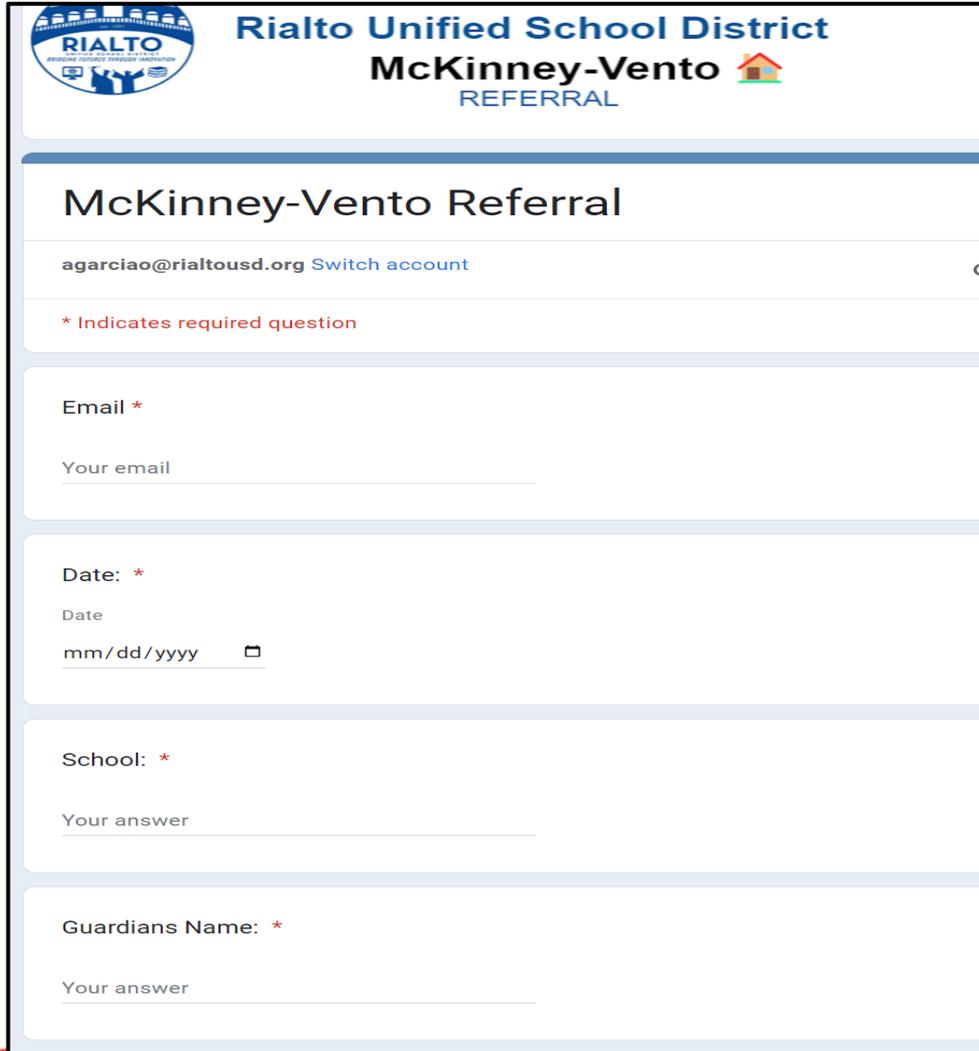
All staff have access to the live Padlet which includes:

- *Housing Questionnaire*
- *Cheat sheets*
- *Directory*
- *Community Resources*
- *Upcoming Events*
- *Google Referral Form*

This platform provides centralized, up-to-date resources for staff ensuring easy access to information and tools.



INTEGRATED STUDENT SUPPORT SERVICES



The screenshot shows a web form titled "McKinney-Vento Referral" from Rialto Unified School District. The form includes a header with the district logo and name, a user email field (agarciao@rialtousd.org), and a legend indicating that red asterisks denote required questions. The form fields are: "Email" (with a red asterisk), "Date" (with a red asterisk), "School" (with a red asterisk), and "Guardians Name" (with a red asterisk). Each field has a corresponding input area with a placeholder text like "Your email" or "Your answer".



The Google referral form helps staff submit student support requests efficiently and accurately. It requires:

- *Verification of Questionnaire completion*
- *Verification of coding (Entered)*
- *Confirmation that the address is updated in Synergy*
- *Documentation of resources provided*
- *Name, Title, and email of the person submitting the referral*

This standardizes referral submissions and creates accountability.

**Currently Processed 326 Referrals*



SCHOOL SITE FUNDING SUPPORT

Each school site receives McKinney-Vento funds to support student needs.

Allocation:

- *Up to \$600 per student*

Examples of allowable supports

- *Field trips*
- *Clothing*
- *Basic needs*
- *Meals*

Purchasing process may include:

- *Walmart purchase orders*
- *District credit card reservations*
- *Site-managed funds through ASB or Project Clerks*

These funds ensure that students experiencing homelessness have access to essential resources and opportunities.



ADDITIONAL HOUSING SUPPORT

If site-level funds have been exhausted and the family still needs clothes, they can submit a referral requesting the items that are needed.

If the family is in need of housing assistance:

- *A McKinney-Vento Referral is submitted marking HOUSING*
- *The family is scheduled for a housing assessment appointment.*

Possible support includes:

- *Temporary hotel placement (up to 90 days)*
- *Housing Navigation services*
- *Community resources*
- *Transportation*

Families are required to sign a temporary housing agreement outlining program expectations.



COMMUNICATION & COLLABORATION

When housing support is provided:

- *An email is sent to the student's school site*
- *This ensures all teams are aware of the support provided.*

School site representatives are encouraged to:

- *Reply within the same email thread*
- *Provide updates on:*
 - *Attendance*
 - *Student needs*
 - *Follow-up services*

This helps maintain consistent communication and supports student stability.



DISTRICT TRAINING & SITE-LEVEL SUPPORT

Annual District Training

At the beginning of each school year, district liaisons provide annual McKinney-Vento training for school site representatives.

Training includes:

- *Overview of McKinney-Vento rights and protections*
- *Rialto Unified School District identification & referral process*
- *Review of the Housing Questionnaire*
- *Scenario-based discussions to help staff recognize housing instability*
- *Guidance on proper coding & documentation in Synergy*

This training ensures that school site representatives are well-prepared to support students experiencing homelessness.



SITE-LEVEL OPPORTUNITIES

In addition to district-wide training, schools can request individual site trainings.

Process:

- *Staff sign up using a Google form with available dates and time slots.*
- *A district liaison visits the requesting campus to provide hands-on training.*

During these sessions, we review:

- *Housing Questionnaire procedures*
- *Why Questionnaires are provided when student's address changes*
- *Proper McKinney-Vento coding in the system*
- *Referral process and available supports*

These site-specific sessions ensure staff receive personalized guidance and are equipped to support students experiencing homelessness.



OUTCOMES & IMPACT

Benefits of Site-Based Trainings:

- *Provides personalized support tailored to each school site*
- *Allows staff to ask questions in a smaller, more comfortable setting*
- *Strengthens understanding of McKinney-Vento processes and procedures*
- *Builds strong relationships and trust between district liaisons and school staff*
- *Ensures equitable access to training for staff who may not be able to attend the annual district training due to campus responsibilities*
- *Staff feedback from surveys shows that site-based trainings are highly beneficial and foster rapport between district and school teams*



Enrollment

Child Welfare & Attendance

IT Department

Q/A Survey



Referral & Coding Support

SPED

Training Updates

Best Practice Scenarios

Transportation

Fiscal

MONTHLY ZOOM MEETINGS = ALIGNMENT + ACCOUNTABILITY + ACCESS

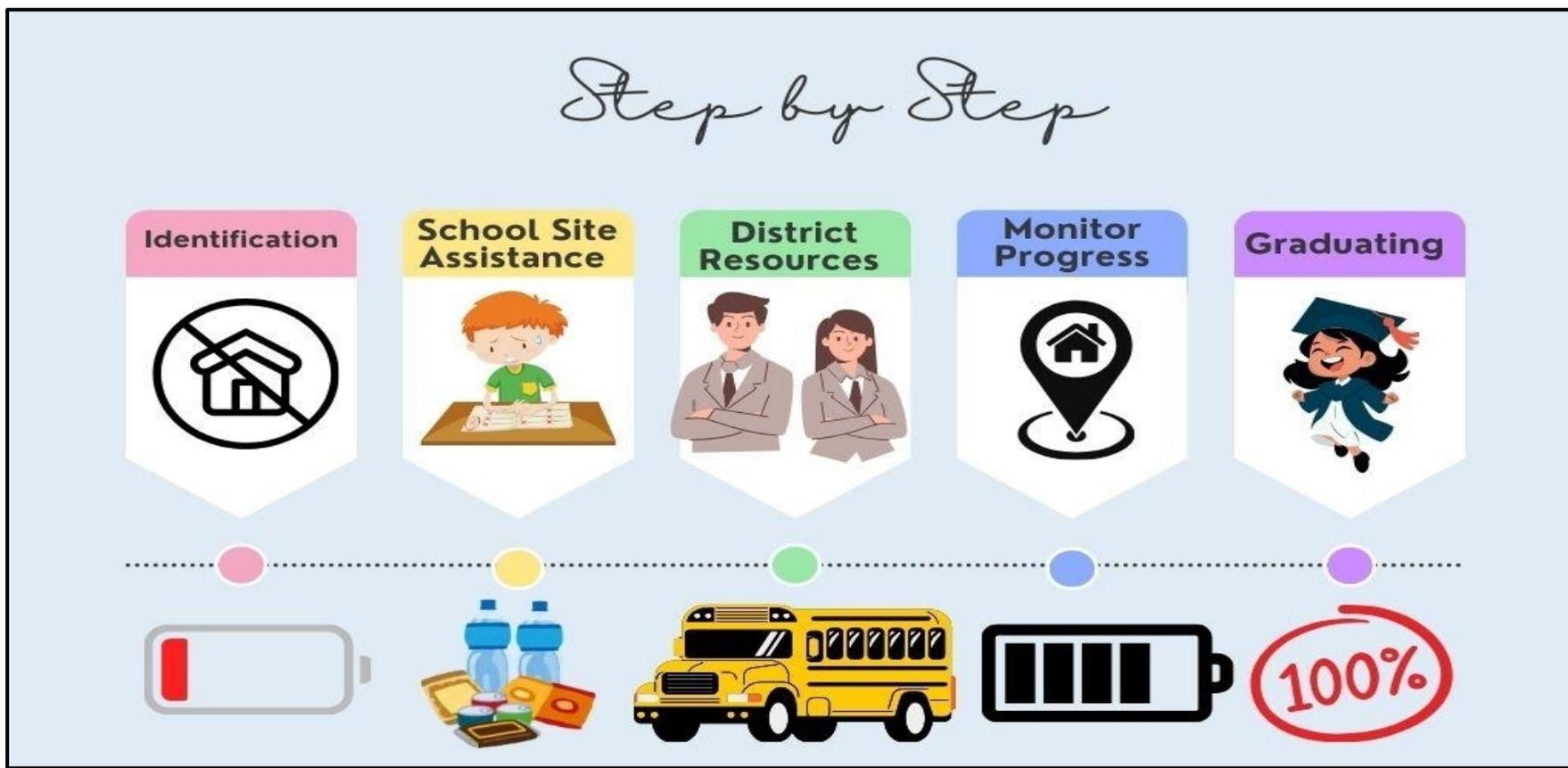


MONTHLY ZOOM MEETINGS - BENEFITS:

- *Helps staff understand how referrals are processed and coded*
- *Provides guidance for representatives on how to support students effectively*
- *Bridges communication gaps between departments and school sites*
- *Promotes teamwork, consistency, and compliance*



A STRONG MCKINNEY-VENTO SYSTEM REQUIRES COLLABORATION, CLEAR PROCESS, & A SHARED COMMITMENT TO SUPPORTING STUDENTS EXPERIENCING HOMELESSNESS



THANK YOU FOR COMING!

Vanessa Gutierrez Castro

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*Helping one person might not
change the whole world, but
it could change the world for
one person*

Anay Garcia Ortega

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