

Buffalo- Hanover- Montrose PUBLIC SCHOOLS  
HOMELESS STUDENT IDENTIFICATION  
2014-15

**Identification by:**  
School Social Workers  
Secretaries  
Liaisons  
Early Childhood  
Health Services Staff  
Guidance Counselors  
Administrators  
Food Service



**Communication:**  
1. Staff person communicates  
name of homeless student to  
site Administrator



**Needs Assessment:**  
Administrator or designee:  
1. Completes "Homeless  
Needs Assessment" and "Free  
Lunch Eligibility" forms.  
2. Faxes forms to D.O.  
attention Food Services.  
3. E-mails District Food  
Services to inform them fax  
has been sent.



**Data Entry:**  
1. Food Services and  
Homeless Liaison update  
student lunch status.  
2. Building registrar records  
homeless status into Infinite  
Campus



**Spring Data Review:**  
1. Social Workers, Spec. Ed.  
Director and Homeless  
Coordinator analyze Homeless  
Needs Assessment Data and  
project needs for the coming  
school year.