

**Oklahoma State Department of Education
Office of Federal Programs**

**Instructions for Completing
Homeless Census Report FY15-16**

1. Complete Homeless Liaison's name, phone number, fax number, address, and email information. (NOTE: The contact information is required. An error message will result if the contact information is left blank).
2. Answer yes or no to the question: Did your district receive a McKinney-Vento subgrant (project 596) during the 2015-2016 school year?
3. Click the "SAVE" button.
4. Click on "Census Report" tab at the top.
5. Enter census information required for each section.
6. Click the "SAVE" button.
7. If you would like to print or save the report, go to the "Reports" tab at the top. Select the desired report and click on print. You can save or print the report.
8. Click the "Welcome" tab at the top.
9. If the census report is complete, click "Certify."
10. All data will be submitted to the Oklahoma State Department of Education.

**The completed report must be submitted no later than
Friday, October 14, 2016.**