Federal Programs
Oklahoma State Department of Education

Instructions for Completing
Homeless Census Report FY 2014-2015

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 2014-2015 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. If your district indicated that you did not have any homeless children and youth enrolled during the 2014-2015 school year, **please explain the process the district uses to identify homeless students.**

7. Click the "SAVE" button.

8. 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.

9. Click the "Welcome" tab at the top.

10. If the census report is complete, click "Certify."

11. All data will be submitted to the Oklahoma State Department of Education.

The completed report must be submitted no later than Monday, October 05, 2015.