



*Delaware Department of Education*

# **Homeless Student Data Entry Manual**

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School districts in the State of Delaware are required to submit data to the Delaware Department of Education for each homeless student enrolled. The Delaware Department of Education collects homeless student enrollment information through the eSchoolPlus Pupil Accounting System.

This manual has been prepared as a resource for district and/or school personnel entering homeless student data through eSchoolPlus.

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**Part I:**

**Entering Homeless Student Data**

## I. Logging on to eSchoolPlus

### **Step 1: Registration for eSchoolPlus**

Before logging on to eSchoolPlus for the first time, you will need to register for an eSchoolPlus User Name and Password.

*An account for eSchoolPlus can be established by contacting your district computer coordinator/IT personnel*

### **Step 2: Navigate to the eSchoolPlus web site**

You may navigate to the eSchoolPlus web site through the Delaware Department of Education Intranet:

1. *Open your Internet browser* (usually Internet Explorer or Netscape),
2. *On the address line enter <http://intranet.doe.k12.de.us/pas/paslinks.htm> (then select your district and select “yes” to the security alert box that will appear) OR <https://eschoolplus.doe.k12.de.us>*
3. *Enter your sign on ID and password and click “OK”.*



Connect to eschoolplus.doe.k12.de.us

eschoolplus.doe.k12.de.us

User name:

Password:

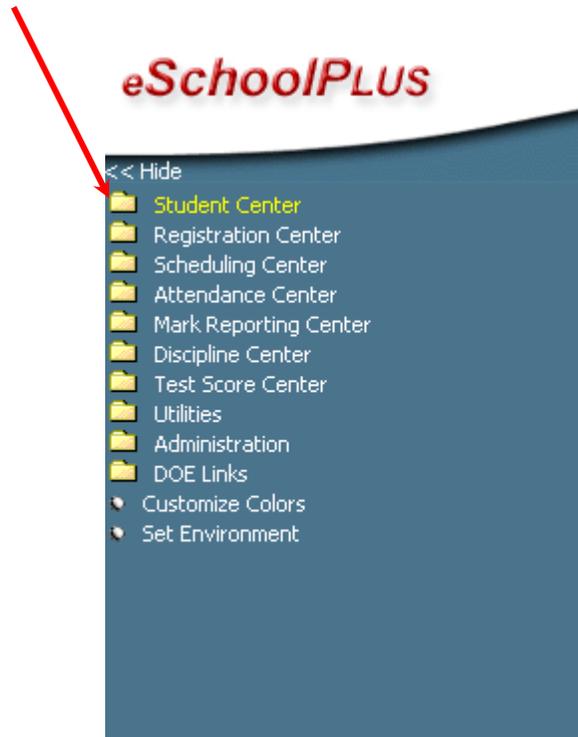
Remember my password

OK Cancel

## II. Navigating to the Homeless student data entry page

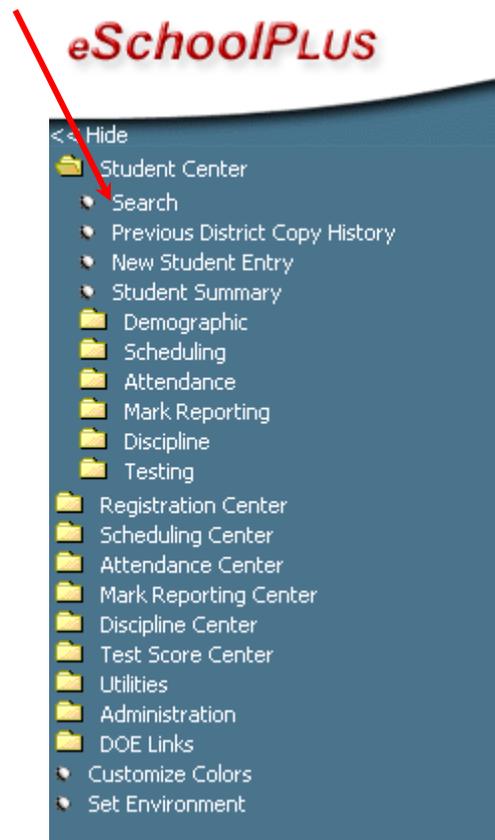
### **Step 1: Choosing a Feature**

Once you have logged in to eSchoolPlus, you should see the following selection bar on the screen:



***Click on, “Student Center”.***

## **Step 2: Search for a Homeless Student**



***Click on, "Search".***

## **Step 1: Locating an enrolled student in eSchoolPlus**

**Student Search**

**Quick Search** **Advanced Search**

**Last Name:**

**First Name:**

**Middle Name:**

**Student ID:**

**Gender:**  Any  Female  Male

**Building:**

**Grade:**

**Counselor:**

**Current Status:**

Pre-Registered  
Active  
Inactive  
Graduated

You may locate an enrolled student in eSchoolPlus several ways. The most common ways of searching the eSchoolPlus student enrollment database are:

***Enter the student's State Tracking ID in the "ID" field, and then click on the "Search" button.***

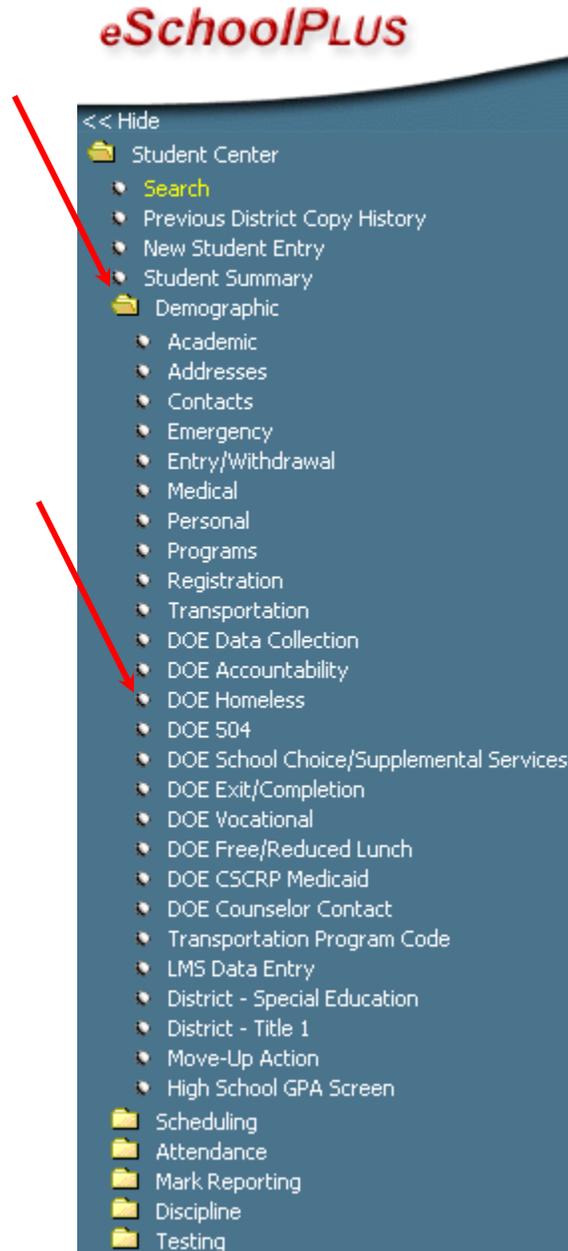
***OR***

***Enter the student's last name and/or first name in the respective fields, and then click on the "Search" button.***

Please note: if you are uncertain about the spelling of a student's name you can perform an advanced search, you may enter two or three letters of the name and use the drop-down arrows to change the search parameters (starts with or contains).

### III. Entering Homeless student data

Once you have selected a student for Homeless data entry, click on the folder, “Demographic” and select “DOE Homeless.”



The following Homeless items on eSchoolPlus **must** be filled out if the student is receiving Homeless services. All of the fields are required by the USDOE.

- School Year (required). \*1: Please advance the “School Year” for students who are carried forward. If student is not carried forward as “Homeless” do not change/remove date.
- Homeless (required). \*2: Once an “X” is put in this box, it should **never** be removed.
- Foster Care (if student is a Foster Child check both Foster Care and Homeless)
- Homeless – Hurricane Katrina (required when appropriate)
- Primary Nighttime Residence (required)
- Unaccompanied Youth (required when appropriate)
- Homeless Service –as many that apply (required)
- Homeless Service Begin Date (required)
- Homeless Service End Date (required)

**Step 1: Select “School Year”.**

*Click on the down arrow and select the appropriate year.*

Note: Advanced each year.

**School Year:**\* 1  ↓

**Homeless:** \* 2  ← Note.

**Foster Care:**

**Homeless - Hurricane Katrina:**

**Primary Nighttime Residence:**  ↓

**Unaccompanied Youth:**

**Homeless Service 1:**  ↓

**Homeless Service 1 Begin Date:**

**Homeless Service 1 End Date:**

## Step 2: Check the "Homeless" field

 **School Year:**\* 1  

**Homeless:** \* 2  ← Note.

**Foster Care:**

**Homeless - Hurricane Katrina:**

**Primary Nighttime Residence:**  

**Unaccompanied Youth:**

**Homeless Service 1:**  

**Homeless Service 1 Begin Date:**  

**Homeless Service 1 End Date:**  

### **Note:**

- \* 1 Please advance the "School Year" for students who are carried forward. If student is not carried forward as "Homeless" do not change/remove date.
- \* 2 Once an "X" is put in this box, it should **never** be removed.

**Step 3: Select the "Primary Nighttime Residence" field.**  
*Click on the down arrow and select the appropriate category.*

Primary Nighttime Residence Search -- Web Page ...

**Primary Nighttime Residence Search**

Search For:

**Search Results**

Description	Code
Doubled-up (e.g., living with another family)	D
Hotels/Motels	HM
Other	O
Shelter	S
Unsheltered (e.g., cars, parks, campgrounds, etc.)	U

OK Cancel Print

**Step 4: Selecting the “Homeless Service” and Entry Date**  
*Click on the down arrow and select the appropriate “Homeless Service” category. Select as many homeless services that apply.*

**Homeless Services Search**

Search For:

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**Search Results**

Description	Code
Addressing needs related to domestic violence	13
Assistance with participation in school programs	7
Before-, after-school, mentoring, summer programs	8
Clothing to meet a school requirement	14
Coordination between schools and agencies	11
Counseling	12
Early childhood programs	6
Emergency assistance related to school attendance	17
Expedited evaluations	2

*Enter the “Homeless Service Begin Date”. The entry date is the date the student started receiving Homeless services. Enter the “Homeless Service End Date” when the student stops receiving services. Click on the calendar if you need assistance with the date.*

**School Year:\***  ↓

**Homeless:**

**Foster Care:**

**Homeless - Hurricane Katrina:**

**Primary Nighttime Residence:**  ↓

**Unaccompanied Youth:**

**Homeless Service 1: \***  ↓

**Homeless Service 1 Begin Date:**

**Homeless Service 1 End Date:**

**Note:**  
 Every student should have at least one service at a minimum.  
 #10 should always be listed (scroll to view).

## **Step 5: Entering Foster Care, Homeless – Katrina and Unaccompanied Youth data**

*This information is to be checked when appropriate.*



**School Year:**\* 1  

**Homeless:** \* 2

**Foster Care:**

**Homeless - Hurricane Katrina:**

**Primary Nighttime Residence:**  

**Unaccompanied Youth:**

**Homeless Service 1:**  

**Homeless Service 1 Begin Date:**  

**Homeless Service 1 End Date:**  

### **Note:**

- \* 1 Please advance the “School Year” for students who are carried forward. If student is not carried forward as “Homeless” do not change/remove date.
- \* 2 Once an “X” is put in this box, it should **never** be removed.

## **Step 6: Saving the Data**

Once the Homeless data are entered, check over the information carefully. Once you have determined that it is correct then click the “Save” button.



The screenshot shows a web form titled "New DOE Homeless". At the top, there are three buttons: "Save", "Search", and "List". A red arrow points from the top left towards the "Save" button. Below the buttons is a blue header bar with the text "New DOE Homeless". The form contains several fields:

- School Year:** \* 1 (with a dropdown arrow icon)
- Homeless:** \* 2 (with an unchecked checkbox)
- Foster Care:** (with an unchecked checkbox)
- Homeless - Hurricane Katrina:** (with an unchecked checkbox)
- Primary Nighttime Residence:** (with a dropdown arrow icon)
- Unaccompanied Youth:** (with an unchecked checkbox)

### **Note:**

- \* 1 Please advance the “School Year” for students who are carried forward. If student is not carried forward as “Homeless” do not change/remove date.
- \* 2 Once an “X” is put in this box, it should **never** be removed.