



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Indiana Superintendents and Principals

From: Catherine Danyluk, State Attendance Officer

Date: August 2, 2024

Subject: Online Registration Process

This memo addresses recent questions from school corporations that are moving to online enrollment registration.

Although the process and format of the online registration is determined locally, the following required forms are located on the Indiana Department of Education's (IDOE's) [Data Exchange Knowledge Hub](#) (School Support Hub → Reporting Guides → Student Demographics).

As a reminder, for McKinney-Vento (homeless) online registration:

1. Ensure all enrollment staff are trained on the McKinney-Vento Homeless Assistance Act. All school corporation staff should be trained by their McKinney-Vento liaison once per school year.
2. Ensure that the [McKinney-Vento Housing Questionnaire](#) is up to date and that all students and families enrolling or registering in the corporation complete the form at least twice per school year (at the beginning of the fall and spring semester). This helps identify families who are unaware of McKinney-Vento eligibility.
3. School corporations should work with their student information systems (SIS), and information technology (IT) departments to:
 - a. Input a question on the online enrollment form asking if the student/family is in temporary housing. Housing situations could include:
 - i. Doubled-up: Living with family members or friends due to loss of housing or as a result of economic hardship;
 - ii. Sheltered;
 - iii. Hotel/motel;
 - iv. Unsheltered: Living in a car, park, bus, train, or campsite;
 - v. Other temporary living situation (please describe);
 - vi. Unaccompanied youth: Report to the corporation's McKinney-Vento liaison immediately; or
 - vii. Not homeless: In permanent housing.



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- b. If the student/family chooses any option other than “Not homeless,” the family should be prompted to complete an online McKinney-Vento Housing Questionnaire.
- c. Once the McKinney-Vento Housing Questionnaire is complete, the form should be automatically forwarded to the corporation McKinney-Vento liaison for review.
- d. The McKinney-Vento liaison contacts the family to identify and provide services, if eligible.
- e. This process will support liaisons with data collection for McKinney-Vento students as well.

This process will ensure that all students enrolled or registered will be properly identified as McKinney-Vento students.

Please ensure that when students enroll, either online or in person, that the student must be enrolled (attending) immediately, even if the online registration process does not have all of the required forms. Please continue to offer a variety of options for enrollment to assist families who do not have access to the Internet, or who are unable to enroll using an online process.

For additional information, refer to IDOE’s [State Attendance Officer webpage](#) or contact [Catherine Danyluk](#), state attendance officer.