Program Services (Homeless Services)

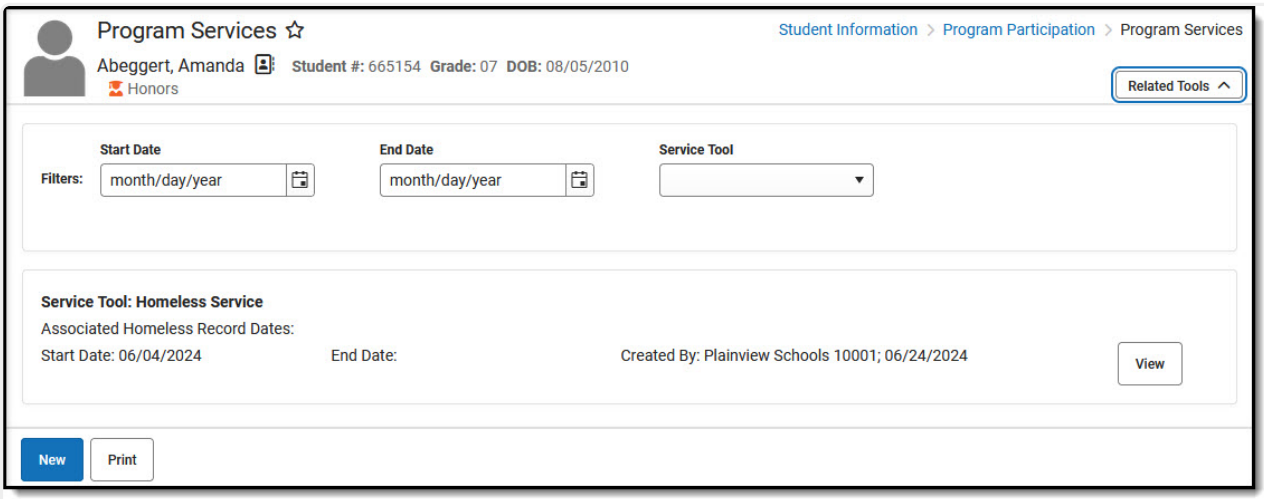
Last Modified on 08/25/2026 11:20 am CDT

Path: Student Information > Program Participation > Program Services > Homeless Services

The Program Services tool provides a way to enter and display records of program-related services a student has received. For example, records may be entered for students receiving Homeless, Migrant or Health services.

Required fields may vary by state. Follow local requirements regarding if, when and how any remaining fields are to be populated.

This article explains how to enter **Homeless Services** information for an individual student as a Program Service. See the Homeless Services article if you are a customer who uses the standalone tool rather than the Program Services: Homeless Services tool.

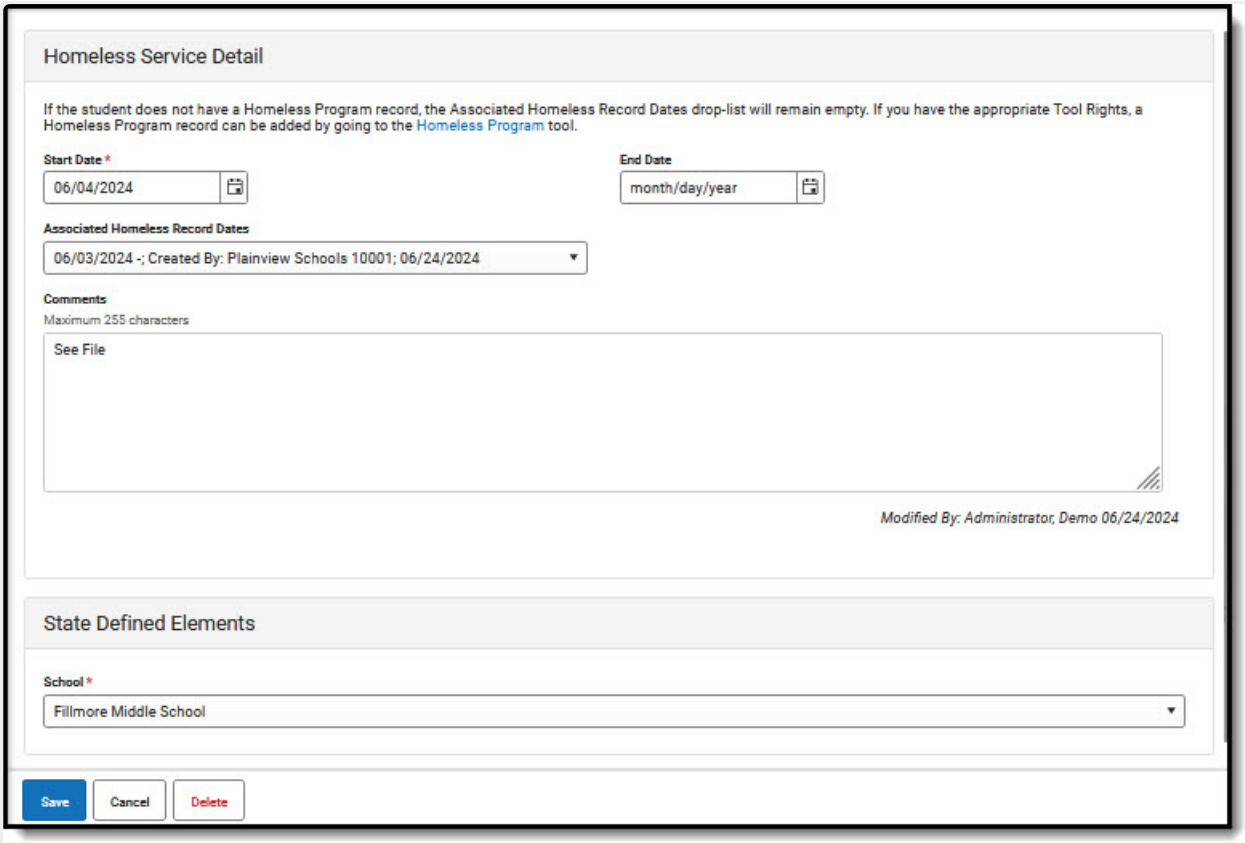


The Program Services tool is used to capture information about services students receive related to programs they participate in.

See the Program Participation Tools Tool Rights article to learn about rights needed to use this tool.



Users can enter new Homeless Services records for students.



Once a student has a Homeless Program record, Homeless Service information can be added for them.

Enter homeless service record

1. Select **New**.
2. Choose **Homeless Services**. (Some states may have multiple service tools available for selection.)
3. **Start Date** is a required field. Populate other fields according to your local practices.
4. Note that if a student does not have an associated program record, the **Associated (Program) Records Dates** droplist will be blank. Users with rights to do so can follow the program link provided at the top of the editor to enter a program record if needed.
5. Enter **Comments** if appropriate.

6. Note that **State** and **District Defined Elements** will vary and will not appear if they have not been set up for you to use.
7. **Save** when done.

Modify homeless service record

1. If the student has many Program Service Records, you may wish to use **Filters** to narrow the list of records being displayed.
2. Locate the record you'd like to modify. Select **View**.
3. Make changes. **Save**.

Print homeless services summary

1. Select the **Print** button.
2. Select **Homeless Service** from the **Print Summary Report** side panel.
3. The student's **Homeless Service Summary** appears in PDF form. Print or save the file.

Homeless services editor fields

The Program Services tool includes the following fields. Field names and available selections vary by state. In Ad Hoc, Homeless Services is found under **Student > Learner > Program Services > Homeless Services.**

Field	Description	Ad hoc Fields
Start Date *Required*	Indicates the date the student began receiving the program service. Dates can be entered in mm/dd/yy or use the calendar icon to select a date.	homelessService.startDate
End Date	Indicates the last date the student received the program service.	homelessService.endDate
Service Tool	Indicates the service associated with the record.	
Comments	Additional information can be entered in the Comments text field.	homelessService.comments

Field	Description	Ad hoc Fields
Created By	Displays in the Editor. Autogenerated name of district, date and timestamp indicating who created the entry. For State Edition customers, displays the state if the state created the entry.	homelessService.createdByID
Modified By	Displays in the Detail Editor. Indicates the person who last saved the selected record.	homelessService.modifiedByID
Associated Homeless Record Dates	Selected in droplist that corresponds to start and end dates entered on the Homeless Program record that is associated with this Homeless Service record.	homelessService.associatedHomelessRecordStartDate homelessService.associatedHomelessRecordEndDate

State-specific information

Fields may vary by state:

- Georgia
- North Carolina
- California