

# Program Services (Homeless Services)

Last Modified on 04/02/2026 10:19 am CDT

Tool Search: Program 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.

**Program Services** ☆

Abeggert, Amanda Student #: 665154 Grade: 07 DOB: 08/05/2010

Honors

[Student Information](#) > [Program Participation](#) > [Program Services](#)

Related Tools ^

**Filters:**

<p><b>Start Date</b></p> <p>month/day/year </p>	<p><b>End Date</b></p> <p>month/day/year </p>	<p><b>Service Tool</b></p> <p><input type="text" value=""/></p>
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**Service Tool: Homeless Service**

Associated Homeless Record Dates:

Start Date: 06/04/2024	End Date:	Created By: Plainview Schools 10001; 06/24/2024
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*Program Services*

See the [Program Participation Tools Tool Rights](#) article to learn about rights needed to use this tool.

Program Services - New Service Record

Program Services - Homeless Service Detail

## 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
<b>Start Date</b> <i>Required</i>	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
<b>End Date</b>	Indicates the last date the student received the program service.	homelessService.endDate
<b>Service Tool</b>	Indicates the service associated with the record.	
<b>Comments</b>	Additional information can be entered in the Comments text field.	homelessService.comments

Field	Description	Ad hoc Fields
<b>Created By</b>	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
<b>Modified By</b>	Displays in the Detail Editor. Indicates the person who last saved the selected record.	homelessService.modifiedByID
<b>Associated Homeless Record Dates</b>	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](#)