McKinney-Vento District Homeless Education Liaisons From the Educational Entity Master (EEM)

TO LOCATE A SINGLE DISTRICT LIAISON:

- Go to the EEM website.
- Click "Quick"
- Search by Characteristic
- In the "Choose Type of Entities window," check the appropriate selection:
  - o ISD District OR
  - o LEA District OR
  - o PSA District

    **Do not check ISD School, LEA School, or PSA School
- Click - Status: Open-Active
- Click "Search"
- On bottom left of the screen that is returned, click on "Mailing/Contacts"
- **In the "Mailing Labels & Contact List" window, check "Homeless Education Liaison," currently last on the list**
- Select "Download" with "Excel" showing, unless you want another format

STEPS TO DOWNLOAD HOMELESS EDUCATION LIAISONS FROM EEM:

- Go to the EEM website.
- Click "Quick"
- Search by Characteristic
- In the "Choose Type of Entities window," check:
  - o ISD District
  - o LEA District
  - o PSA District

    **Do not check ISD School, LEA School, or PSA School
- Click - Status: Open-Active
- Click "Search"
- On bottom left of the screen that is returned, click on "Mailing/Contacts"
- **In the "Mailing Labels & Contact List" window, check "Homeless Education Liaison," currently last on the list**
- Select "Download" with "Excel" showing, unless you want another format

When you save this document, it will save in an HTML format unless you select Excel in the "Save as type" option in the Save As window.