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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

February 8, 2013

Mr. Dave Peden, Superintendent  
Mona Shores Public School District  
121 Randall Road  
Norton Shores, MI 49441

Dear Mr. Peden:

Mona Shores Public School District is scheduled for an On Site visit April 12, 2013. The program to be reviewed is the McKinney-Vento Homeless Education Program. The purpose of the visit by the Office of Field Services (OFS), Special Populations Unit is to:

- Fulfill the Michigan Department of Education's oversight responsibilities for the state and federal programs administered by the OFS;
- Encourage program coordination and collaboration;
- Help department consultants identify the program development and improvement needs of the school districts; and
- Identify effective programs and practices for purposes of dissemination.

The following members of your stakeholders group must be present for the On Site visit:

- Superintendent (or designee);
- McKinney-Vento (M-V) Homeless Education Liaison;
- Staff funded by McKinney-Vento;

The On Site visit will specifically focus on a detailed review and discussion of your district's completed School District McKinney-Vento Self Assessment. The district should also provide stakeholders copies of the relevant On Site Review materials in preparation for discussion.

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Mr. Dave Peden  
Page 2  
February 8, 2013

Materials specific to each program being reviewed:

- A completed School District McKinney Vento (M-V) Self-Assessment, with applicable documentation or evidence if not previously submitted electronically
- District procedures for the identification of homeless students including: Preschool, Unaccompanied Youth, and any out of school youth
- Number of students currently identified and/or served by the M-V Homeless Education Program
- Number of students participating in the district's free/reduced lunch program
- Copy of District Enrollment Form, indicating the variety of living situations
- Title I Homeless Setaside Template (completed for current school year)

Please be sure to send all listed information electronically to [OFSSpecialPops@michigan.gov](mailto:OFSSpecialPops@michigan.gov) **three weeks** prior to our scheduled meeting.

For all consortium visits- This review will be jointly conducted with other member districts in your McKinney-Vento Homeless Education Consortium:

Holton Public Schools  
Montague Area Public Schools

Mona Shores Public Schools  
Reeths-Puffer Schools

The onsite review will be conducted on April 12, 2013 in the P.M. at Muskegon Public Schools, 349 West Webster Avenue, Room 208, Muskegon, Michigan 49440.

Jon Behrens, the MV monitor will be contacting your District MV Liaison with additional details. If you have any questions regarding the On Site visit, please contact her at 517-373-6066.

The team looks forward to visiting with you.

Sincerely,



Shereen Tabrizi, Ph.D.  
Manager, Special Populations Unit  
Office of Field Services

cc: Mark Platt, MV Liaison  
Jon Behrens, MV Monitor  
Dee Carlson, MV Grant Coordinator  
Pam Kies-Lowe, MDE Homeless Education Consultant