

**PASADENA UNIFIED SCHOOL DISTRICT  
DEPARTMENT ANNUAL PLAN FORM**

*Fill in boxes below:*

<b>DEPARTMENT NAME:</b>	Office of Families in Transition
<b>DEPARTMENT STATEMENT OF PURPOSE (A):</b>	<p>Through communication, collaboration, and engagement, our team of experienced professionals delivers student, family, and community services, maximizing school achievement for (homeless) students at all levels of learning and providing tailored approaches to ensure each child's academic, social, and emotional success.</p> <p>We focus on the "whole child" in creating purposeful and strategic professional development and innovative programs in the areas of:</p> <ul style="list-style-type: none"> <li>● Health and wellness</li> <li>● Parent support and education</li> <li>● School safety</li> <li>● Immediate responsiveness to emerging issues</li> <li>● Using multiple platforms to communicate and market timely information on district news, initiatives, programs, events, and achievements</li> <li>● Enrollment options and opportunities</li> <li>● Inviting community engagement, feedback, and partnerships</li> <li>● Ensuring a welcoming physical and virtual environment in every school and office</li> <li>● Continuously improving our quality systems and service delivery models</li> </ul>
<b>LIST OF SERVICES:</b>	<ul style="list-style-type: none"> <li>● Homeless student identification and enrollment</li> <li>● Homeless student-school/district advocacy</li> <li>● Homeless student preparedness assistance</li> <li>● Homeless resources and referrals</li> <li>● Homeless transportation assistance</li> </ul>
<b>(OPTIONAL) DEPARTMENT THEORY OF ACTION:</b>	<p>If we engage in meaningful communication, collaboration, and partnerships with (homeless) students, families, and our communities in support of student achievement,</p> <p>AND, we deliver student, family, and community services that maximize achievement for students at all levels of learning;</p> <p>AND, we focus on delivering services that collectively impact student success by assisting them in overcoming any academic, social, emotional, and physical barriers to success;</p> <p>AND, we champion health, wellness, and safety on school campuses;</p> <p>AND, we foster effective family engagement and parent education;</p> <p>AND, we support physically and virtually welcoming school and district climates that communicate care, respect, and appreciation for people;</p> <p>AND, we support PUSD staff with the training, skills, and knowledge so that they, in turn, can support students and families;</p> <p>AND, we offer streamlined enrollment options and opportunities for families;</p> <p>AND, we promote the remarkable programs, achievements, and events of PUSD;</p> <p>AND, we identify and promote opportunities for engagement with the community for partnerships and feedback;</p> <p>THEN, the Office of Families in Transition will operate on the principles of equity, integrity, respect, collaboration, and excellence and ensure that all (homeless) students demonstrate the knowledge, skills, and behaviors to enter the world of work and higher</p>

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<b>1. Department Goals (Outcomes) 2016-2017 (B)</b> What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?	<b>Metrics (C)</b> How will you measure?	<b>Targets (D)</b> Include baseline level, if available
<p>Every homeless student in PUSD is identified accurately and referred to the FIT Office.</p> <p>Every homeless student in PUSD is registered to receive services and support through the FIT Office.</p> <p>FIT Office has a more efficient and effective methods of communication to inform homeless students and their families of pertinent services, events, and activities.</p>	<p>Number of principal/registrar/school office personnel trainings/meetings attended by FIT Office staff to discuss homeless education.</p> <p>Data comparison of active FIT intakes to AERIES homeless count.</p> <p>Production of an active FIT website that is customer/user-friendly</p>	<p>Baseline: SY14-15 – FIT Office staff attended 1-2 principal/registrar/school office manager trainings/meetings. <b>Target: SY16-17 - FIT Office staff attended 2-3 registrar/school office personnel trainings/meetings.</b></p> <p>Baseline: SY14-15 – 47% of AERIES homeless students had an active FIT intake. <b>Target: SY16-17 – 60% of AERIES homeless students have an active FIT intake.</b></p> <p><b>In collaboration with the Communications Office, a FIT website will be created, activated, and enhanced for customer service.</b></p>

<b>2. Department Actions for 2016-2017 (E)</b> What will we do in 16-17 to achieve our goals and meet our targets?	Will this take additional resources to do in 16-17? Yes/No
<p>Request that FIT Office staff to be informed and present at principal/registrar/school office personnel trainings/meetings concerning homeless education.</p> <p>Increase the part-time Community Advocate to full-time status in order to broaden the scope of homeless student/family outreach and customer service.</p> <p>Communicate and work more closely with county and state homeless liaisons in order to best serve and provide the most recent information to the</p>	<p>No.</p> <p>Yes.</p> <p>No.</p>

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PUSD homeless population.	
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