

**PROCEDURES TO IMPLEMENT
HOMEBOUND INSTRUCTIONAL SERVICES**

(Refer to Policy 6275.00-6275.50)

1. Parent(s) or guardian(s) will make requests for Homebound Instructional Service on District forms, “Request for Homebound Instructional Services” and if necessary “Physician’s Statement of Illness, Accident or Unusual Disability Condition for Homebound Instruction.” Completed forms should be submitted to the building administrator or counselor.
2. The building administrator after consulting Board Policy 6275.00-6275.50 will determine the student’s eligibility for services. If the student is on an Individual Education Program (IEP) the Director of Special Services will be consulted.
3. If the student is determined to be eligible for services (maximum ten hours per week) the school administrator will arrange for a homebound instructor (at an hourly wage determined by the business manager). (*See Policy 6275.20 Teaching Services*)
4. Coursework is to be consistent with Policy 6275.30.
5. Reports are to be submitted to the principal of the school the student would otherwise attend. (*See Forms Section “Report of Homebound Instruction”*)
6. The principal will advance the report to the Payroll Department at the District Office for payment.
7. Students in long-term homebound status for periods exceeding thirty (30) days will be required to have periodic physician authentication of the continued requirement for homebound service. (Policy 6275.50)

(7-22-03)