



DOUGLAS COUNTY SCHOOL DISTRICT

HOMEBOUND INSTRUCTIONS

Homebound/Home Placement Packet:

- ✓ The Registration Form (attached) **must be completed.**
- ✓ The Parent Release of Information Form (attached) **must be completed.**
- ✓ The Registration Form and Parent Release of Information Form **must be accompanied by a Doctor's note.** The Doctor's note should detail the student's condition, limitation, and length of time the student will need to be out of the regular school setting.
- ✓ Send the completed Homebound/Home Placement packet to the Assistant Superintendent for Educational Services.
- ✓ The Assistant Superintendent will return a copy of the packet to you indicating the status of your request.

Timesheets/Student Attendance Form:

- ✓ Homebound instructors must complete the Student Attendance Form at the end of each month and turn it in to their School Secretary along with their end of the month timesheet. The School Secretary will enter the attendance into PowerSchool and keep the original Student Attendance Form for their records. The School Secretary then sends a copy of the Student Attendance Form, along with the instructor's timesheet signed by the principal, to Educational Services for approval. Educational Services will fill in the budget code.
- ✓ Timesheets must reflect no more than the allotted number of hours, per week, and must be within the allotted duration as approved by Educational Services.

Services to the Student:

- ✓ It is the responsibility of the site administrator who signs the form to be sure the student receives services once the paperwork is completed and approved.
- ✓ Homebound instructors must complete the Student Attendance Form based on the allotted number of hours per week.

Transportation:

- ✓ Homebound instructors must use a district car when available. Mileage does not get reimbursed unless a district car is not available for use.



DOUGLAS COUNTY SCHOOL DISTRICT

HOME PLACEMENT INSTRUCTIONS

Identification of Need:

- ✓ Requests for possible Home Placement Services for a student on an IEP should be directed to the Director of Special Services.
- ✓ The Director of Special Services (or designee) will provide assistance during the IEP process to identify appropriate services during Home Placement for the student.

Homebound/Home Placement Packet:

- ✓ The Registration Form (attached) **must be completed.**
- ✓ Send the completed Homebound/Home Placement packet to the Director of Special Services for signature. The Director of Special Services will then forward the packet to the Assistant Superintendent for Educational Services for signature.
- ✓ The Assistant Superintendent will return a copy of the packet to you.

Timesheets/Student Attendance Form:

- ✓ Home Placement instructors must complete the Student Attendance Form at the end of each month and turn it in to the School Secretary along with their end of the month timesheet. The School Secretary will enter the attendance into PowerSchool and keep the original Student Attendance Form for their records (please work with the student's Case Manager on this to ensure tutoring hours correspond with IEP). The School Secretary will then send a copy of the Student Attendance Form, along with the instructor's timesheet signed by the principal, to Special Services for approval. Special Services will fill in the budget code. Special Services will also send a copy of the Student Attendance Form to Educational Services.
- ✓ Timesheets must reflect no more than the allotted number of hours, per week, and must be within the allotted duration, as indicated on the IEP.

Services to the Student:

- ✓ It is the responsibility of the site administrator who signs the form to be sure the student receives services.
- ✓ Home Placement instructors must complete the Student Attendance Form based on what is indicated on the IEP.

Transportation:

- ✓ Home Placement instructors must use a district car when available. Mileage does not get reimbursed unless a district car is not available for use.

Homebound/Home Placement Flowchart

