

# Homebound/Home Placement Student Attendance Form

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date Homebound Instruction Approved: \_\_\_\_\_

Month of Attendance Reporting: \_\_\_\_\_

**Instructions:** Please indicate the week of instruction (Monday of the week). Under each day that the student is provided services, please indicate the date and the time, beginning and ending.

*For example:*

	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Total Hrs. for the wk.</i>
<b>Week of:</b> 9/28/2009	9/28 3-5pm		9/30 3-5pm		10/2 3-4pm	5

## Instructional Attendance Sessions

	Mon.	Tues.	Wed.	Thurs.	Fri.	Total Hours for the week
Week of:						
Week of:						
Week of:						
Week of:						
Week of:						

Signature of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions for documenting attendance:**

- (1) The instructor will complete the Student Attendance Form for each day during the month that homebound/home placement services are provided to the student.
- (2) The instructor will submit the Student Attendance Form to the school attendance secretary on the last day of each school month.
- (3) The attendance secretary will log hours of homebound/home placement instruction into Power School attendance under the student's name in their current grade. Per NAC 387.286, "Each hour of teaching devoted to the individual instruction of the pupil is equivalent to a full day of attendance..." or "A pupil with a disability receiving homebound instruction must receive the type and duration of instruction specified in the pupil's individualized education program, and all reporting of enrollment and attendance must be based upon the requirements of that program." Attendance will be marked using the Homebound code 'Z' for each full day of attendance. For days not served either by agreement or allotted hours use attendance code 'F' (Medical).
- (4) In cases where the student is not attending the homebound instruction due to truancy (not health reasons), after three documented instances, the instructor will notify the site principal for a parent/teacher conference and/or for a truancy notification.