



Directions to School Nurses and Counselors for Home/Hospital Process

Instructions:

1. Please provide the Home/Hospital Application Packet to families.
2. Make sure they understand the parent directions page and know which pages of the packet need to be submitted to PSD or to their Health Care Provider.
3. Email Stephanie Klumpenhower and cc: Theresa Taft that you have given a packet out to a family. Please include: **student name, student number, grade, school and presenting issues.**

Tutoring services will be arranged only after all forms are received from the health care provider and eligibility for the service has been established.

Information:

Home/Hospital tutoring is a service provided to students who are medically unable to attend school for a **minimum of 4 weeks and a maximum of 18 weeks** because of a physical disability or illness. The program does not provide tutoring to students caring for an infant or a relative who is ill. **The dates for Home Hospital tutoring cannot be back-dated and there must be a minimum of 4 weeks remaining on the medical orders to begin arranging services.**

Additional Notes:

H/H tutoring *may* be provided for intermittent absences **under the following conditions:**

- Absences lasting **one week or more at a time;**
- Intermittent absences will total at least four weeks, but;
- No more than a semester during a school year;
- The student is expected to resume regular classroom instruction after the absence;
- All other eligibility criteria for H/H have been met.

If it is foreseeable that a student's illness would require them to be home on an intermittent or long-term basis that does not meet the guidelines for H/H services (e.g. partial days; several days a week; unpredictable days based on student condition or treatment plan; beyond 18 weeks), all documentation received will be forwarded to the 504 coordinator at the student's school.

More information can be found in the [Parent's Guide to Home/Hospital Services](#) brochure.

If you have additional questions, please call the Home/Hospital Director, Theresa Taft, or Home/Hospital Secretary Stephanie Klumpenhower at (253) 841-8700.