



SECTION

General Education Homebound Services Flow Chart

PARENT
 -Parent requests homebound services
 -Parent is directed to the school nurse

SCHOOL NURSE
 School nurse has **2 school days** to provide the following:
504 CAMPUS COORDINATOR/CAMPUS ADMINISTRATOR

- **MED-1** Medical Child Find if 504 services are necessary

PARENT

- **MED-2** Letter to Parent Concerning Medical Child Find
- **MED-3** General Education Homebound: Doctor's Verification of Need for Homebound Instruction
- **SuccessEd Section 504 Consent for Release of Confidential Information**
- **MED-4** General Education Homebound: Doctor's Medical Release or Extension of Homebound Services

504 CAMPUS COORDINATOR
 Initiates 504 Initial Referral if 504 services are necessary

PARENT
 Parent returns **MED-3** General Education Homebound: Doctor's Verification of Need for Homebound Instruction to school nurse

SCHOOL NURSE
 School nurse has **24 hours** to provide the 504 Coordinator with the following forms:

- **MED-3** General Education Homebound: Doctor's Verification of Need for Homebound Instruction
- **SuccessEd Section 504 Consent for Release of Confidential Information-if available**

504 CAMPUS COORINDATOR
 504 Coordinator has **5** school days to conduct the following:

- Gather Student Data
- Coordinate a Staffing with Campus Principal
 - **General Education Homebound Campus Guidelines**
- Arrange a 504/GEH (General Education Homebound) Committee meeting

Meets homebound eligibility

504/GEH COMMITTEE
 Makes decision on homebound placement

RTI consideration

504 CAMPUS COORDINATOR
 Coordinates a meeting with the general education homebound teacher

- **MED-5** General Education Homebound Services Coordination
- Student accommodations
- Student schedule
- Teacher conference time

GENERAL EDUCATION HOMEBOUND TEACHER
 Provides documentation to appropriate parties
504 CAMPUS COORDINATOR/CAMPUS ADMINISTRATOR

- **MED-6** General Education Homebound Notification of State Assessments
- **MED-7** General Education Homebound: Teacher Student Caseload
- **MED-8** General Education Homebound: Teacher Daily Schedule Form

PEIMS/ATTENDANCE STAFF

- **MED-9** General Education Homebound: PEIMS Entry Form
- **MED-10** General Education Homebound: PEIMS EXIT Form
- **MED-11** General Education Homebound: Teacher Homebound Attendance Log

CLASSROOM TEACHER

- **MED-12** General Education Homebound: Teacher Notification of General Education Homebound Services
- **MED-13** General Education Homebound: Teacher Daily Homebound Instruction Log
- **Student Progress Monitoring Form**
- **MED-14** General Education Homebound: Teacher Contact Pick Up/Drop Off Assignment Log

PARENT

- **MED-15** General Education Homebound: Parent Notification & Home Instruction Guidelines
- **MED-16** General Education Homebound: Parent Receipt of Notification & Home Instruction

EXTRA DUTY PAY

- **Extra Duty Pay Form**
- **Mileage Form**