



A completed homebound application packet is required to be submitted to the homebound department for all students who may need homebound services. Contact the SSD Homebound Department if you need HELP!

**To Find, Complete, and Submit an Application for SSD Homebound Services**

The Homebound Education Application Recording Tool (HEART) can be found on-line at the location below. You will be asked to create an account and password. Use the guidelines below to determine what parts you need.

Go to **HEART** (Homebound Education Application Recording Tool): [HEART.ssdmo.org](http://HEART.ssdmo.org)

**SSD HEART: Homebound Education Application Recording Tool**

Application Part	Information required:	Who/when/how completed?
Applicant Information	<ul style="list-style-type: none"> <li>APPLICATION INFO: Anticipated Dates, SPED Eligibility &amp; Type of Homebound</li> <li>STUDENT INFO: Name, ID#, Birthdate, Age, Grade, Gender and Ethnicity</li> <li>BEHAVIOR HISTORY: Discipline, Suspensions, Hearings &amp; Manifestations</li> <li>PARENT/GUARDIAN INFO: Name, Phone, Email, Address, Role, Language</li> </ul>	Completed online by school personnel for ALL students. If additional information is required, you may INVITE TEAM MEMBER to provide online input in HEART.
Family/Guardian Sign-Off	<ul style="list-style-type: none"> <li>PRIMARY CONTACT'S INFO: Select Parent and choose Online or Paper copy.               <ul style="list-style-type: none"> <li>⇒ Online: HEART will email the parent for their electronic signature.</li> <li>⇒ Paper Copy: HEART will download a PDF for you to print and give to the parent. When returned, scan and upload back to HEART.</li> </ul> </li> </ul>	Completed online by parent if parent was given access , OR school personnel to print and provide to parent. Then upload it when it's signed.
School Information	<ul style="list-style-type: none"> <li>SCHOOL INFO: District &amp; Building Phone, Address &amp; Fax - auto filled</li> <li>TEAM INFO: Counselor, Teacher, Principal, (Case Manager, Area Coordinator)</li> <li>COURSE INFORMATION: Course Name, Teacher of Record's Phone &amp; Email, Semester, General or Special, Traditional or Online (software)</li> <li>SPECIAL EDUCATION: IEP, Disability, Related Services and Providers, Minutes</li> <li>BEHAVIOR HISTORY: Review and amend data from Applicant Info as needed</li> </ul>	Completed online by school personnel for ALL students. If additional information is required, you may INVITE TEAM MEMBER to provide online input in HEART.
Special Education <small>ONLY REQUIRED If student has IEP</small>	<ul style="list-style-type: none"> <li>SPECIAL EDUCATION: IEP, Disability, Related Services and Providers, Minutes</li> <li>BEHAVIOR HISTORY: Review and amend data from Applicant Info as needed</li> </ul>	Completed on line by special education personnel for students with IEPs.
Medical Information <small>ONLY REQUIRED when request is for Medical or Mental Health Reasons</small>	<ul style="list-style-type: none"> <li>RELEASE OF INFORMATION/MEDICAL AUTHORIZATION: Request Paper Form               <ul style="list-style-type: none"> <li>⇒ HEART will download a PDF which contains the Parent Release and Medical Authorization form, to email (or print &amp; give) to parent/guardian.</li> <li>⇒ Parent completes &amp; signs the release and provides the form to the doctor.</li> <li>⇒ The doctor completes and signs the authorization for homebound, and the form is returned to the school for review.</li> <li>⇒ When the completed form is received, scan it &amp; upload it to HEART.</li> <li>⇒ Homebound staff review the uploaded PDFs and input information from the doctor into this section.</li> </ul> </li> </ul>	Email, US mail or give the form to the parent, who completes the RELEASE portion of the form and takes the form to the doctor. After form is signed by doctor, parent should return it to the school, so school staff can upload the forms to HEART.
Submit Application for Review	<ul style="list-style-type: none"> <li>APPLICATION SUBMITTED BY: Name, Phone, and Email</li> <li>SPECIAL INSTRUCTIONS: Give us any information we may need.</li> </ul>	Completed online by person who is submitting application for ALL students.

- ◆ Homebound Services are provided for three reasons: MEDICAL, SUSPENSION or IEP Placement.
- ◆ Medical Homebound requires a signed RELEASE and an AUTHORIZATION sign by a Medical provider.
- ◆ Service can be offered either FULL TIME or INTERMITTENT (student attends school some days).
- ◆ All curriculum materials, including books, assessments and any technology equipment must come from the school.
- ◆ The school must maintain the student's enrollment, with teacher(s) of record, who can assign grades & grant credits.
- ◆ Homebound teachers can administer State and District level tests and assessments (except for the D.L.M.)
- ◆ Services for students who have behavioral concerns MUST be offered in a public location (i.e. a library) or virtually.
- ◆ Students out for mental health only receive 9 weeks, and require a new Medical Provider's authorization to extend.

**Additional Requirements for students with IEPs below:**

An IEP/amendment may be needed for a change of placement <https://gateway.ssdmo.org/departments/homebound/homebound-supports-for-staff>

- ◆ Related Services may be offered, but would be recommended & provided by the school's related service providers.
- ◆ Suspended students must be offered access to SERVICES on the 11th CUMULATIVE day of suspension.
- ◆ Compensatory or DUAL services must be approved by an Area Coordinator or Director.

**Contact us if you haven't heard from a Homebound teacher within 3 days of submitting the application!**

**Contact info: Call 314-989-8307, Email [Homebound@ssdmo.org](mailto:Homebound@ssdmo.org), Fax 314-989-8425**