MOLINE-COAL VALLEY SCHOOL DISTRICT
1900 52ND AVENUE, MOLINE, IL 61265

To: Student Hospitalization Provider
From: Moline-Coal Valley School District 40
Re: Hospitalized Students Needing Educational Services

The Moline-Coal Valley School District and its schools want to support our students who are hospitalized for a period of time that results in the need for off-campus educational services. In order to effectively partner, we request that facilities follow the procedures outlined below prior to initiating educational services for which you are expecting reimbursement.

1. Contact the District Student & Special Services Office to verify student enrollment and provide Medical Certification of need, along with a release of information.
    - Complete the Release of Information provided here, or your facility's comparable Release.
    - State medical certification for Hospital Medical Certification (or a facility form with same information
    - If a hospital is requesting homebound instruction after a hospitalization complete this form: Homebound Medical Certification & Request
    - Students with IEP Services: contact Erin Terstriep at eterstri@molineschools.org
    - Students without IEP Services: contact Trista Sanders at tsanders@molineschools.org
2. Upon submission of the Medical Certification and Release of Information, the district Student & Special Services representatives will: (1) notify the student's school with the information so school staff can assist with instructional materials (2) provide consent for educational services to be billed. ***According to the Illinois State Board of Education Center for Safe and Healthy Climate Wellness Department, the district must authorize and receive notification of home/hospital instructional services prior to these services being provided, or the district is not liable for the charges.***
3. Upon discharge from the facility, please provide the district representative with discharge documentation, including the date of discharge and any pertinent information to help the student's transition back to and continued success in school.
4. Invoices for educational services received should be emailed to the Administrative Assistant for Student & Special Services at cogle@molineschools.org

Thank you for helping us maintain accurate records and case management protocols for our students while they are under your care. If you have any questions regarding this process, please contact Cindy at the Student & Special Services Office.

Cindy Ogle
Administrative Assistant
(309) 743-8129
cogle@molineschools.org
Revised 6-10-25