

Procedure for Requesting Homebound Instruction

1. Submit required forms to request homebound instruction.

☐ **Homebound Instruction Parent Packet**

Upon request for homebound instruction, the school counselor sends the following packet to the parents who are requesting homebound. The counselor sends the fully completed forms to Jackie Mormello, Office of Individualized Student Services, at mormelloj@tesd.net.

Packet contains:

- Administrative Regulation 6210 – Homebound Instruction
- Parent/Guardian Request for Homebound Instruction
- Medical Request Form for completion by physician

☐ **School Request for Homebound Instruction**

The school counselor completes the school request form; the principal signs it and sends it with the parent and medical forms to Jackie Mormello.

☐ **Request for Payment for Homebound Instruction**

- Instructors who are certified District employees use this form.
- Instructors who do not work in the district **do not use this form.** They must email Jackie Mormello with the instructor's name, address, student name, days, and hours worked.

2. Arrange for the necessary instructors.

☐ Jackie Mormello has a current list of approved homebound tutors. Please reach out if you need it.

☐ Approved tutors must be listed on the school request form. If a TESD teacher would like to be board approved, they must reach out to Jackie Mormello via email to start the approval process.

☐ Instructors who are not T/E professional employees and have not been approved need to complete the professional employee application process. Connect them with Jackie Mormello to begin the approval process.

4. Assist with communication between the homebound instructor and the student's teachers.

5. Monitor time on homebound instruction.

☐ Homebound Instruction is a temporary service for students unable to attend school, limited to 90 calendar days. If the student requires more than 90 calendar days, please review the need for a PWN and contact Chris Groppe for guidance at extension 19530.