

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.

**Tredyffrin/ Easttown School District
Office of Individualized Student
Services**

School Request for Homebound Instruction

Student_____ Age_____ School_____ Grade_____

Parent or Guardian _____

Address_____

Phone_ (Home)_____ (Mobile)_____ (Work)_____

Brief description of illness _____

Required forms completed and attached: Start Date _____

☐

Parent Request Form

☐

Medical Request Form Instruction End Date (90th calendar day) _____

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TUTOR	COURSE/SUBJECT(S)	HOURS PER WEEK	CONTACT INFORMATION

Recommended by:_____ Date_____

Principal Approval_____ Date_____

Superintendent or Designee_____ Date_____

Received in OISS on_____ by _____

PAYROLL REQUEST FOR PAYMENT

Services Provided: Homebound Tutoring for _____ Date Submitted: _____

Budget Code/Account Number: 10 1240 00 17A ES 000 / 120

Employee Name	Emp #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	TOTAL # OF UNITS (hrs OR days)	RATE (per diem or give hourly rate)	TOTAL PAY
		# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)	# UNITS (hrs or days)			
														\$55.00	

Principal/Building Supervisor Signature: _____ Date: _____

Director/Supervisor Signature: _____ Date: _____

Director of Personnel Signature: _____ Date: _____

Homebound Instruction

Pursuant to rules of the State Board of Education, where all required criteria contained in this Regulation are met, individual homebound instruction shall be provided to students. A student qualifies for homebound instruction if they are medically recommended not to attend school temporarily due to a physical disability, illness, injury, psychological or psychiatric reasons. The Board will provide individual instruction only for those medical conditions expected to last from one to three months, but such exceptions may be made as the Superintendent of Schools or designee deem advisable and so approve. Homebound instruction is limited to one hour per required core academic course per week of private tutoring by certified instructors. Homebound instruction is not to exceed 180 hours per year unless approval is received from the Pennsylvania Department of Education (PDE) for such an extension. Homebound instruction may not exceed a period of three (3) months unless approval is received from PDE for an extension. However, for students eligible for special education, the amount and nature of homebound instruction will be considered by the student's Individualized Education Program (IEP) team.

The program of individual instruction given each student shall be in accordance with the standards established by the Secretary of Education. Teachers performing homebound instruction shall be paid at a rate consistent with the applicable negotiated contract agreement.

Before students can receive this instruction, the request must be made in writing by the parent/guardian and supported by a medical doctor's statement certifying the nature of the condition; explaining specifically why the illness or disability prevents the student from attending school; and the probable duration of the condition. During the homebound instruction period, the student must be under the care of a physician or psychiatrist on a continuing basis for treatment, which includes ongoing planning to re-involve the student in school. In the event a student requires homebound instruction for a period that exceeds (3) three months, the parent/guardian must provide a request in writing to the Director of Safety and Student Services no later than 10 days prior to the date upon which the student's original homebound instruction period is scheduled to end, supported by a medical doctor's statement explaining the reason for the student's need for continued homebound instruction, and a revised anticipated length of time the medical condition will require homebound instruction. A new request must be submitted for every additional three-month period subsequent to the original three-month homebound instruction period and must be approved by PDE. (22 Pa. Code §11.25).

Homebound instruction will usually cease when the child returns to school. In rare circumstances when the child is unable to attend school for less than one class period per day, homebound instruction may continue even when the child attends school. The parent/guardian must notify the Director of Safety and Student Services on the day of the student's return.

If a student is able to participate in extracurricular activities sponsored by the District, their request for homebound instruction will likely be denied due to their ability to attend school. If the Student is already receiving homebound instruction and requests to

participate in extracurricular activities sponsored by the District, they will likely be able to return to school and their homebound instruction will likely cease. Moreover, a student's participation in employment outside of the home may disqualify a student from eligibility for homebound instruction.

The parent/guardian's request for homebound instruction shall be made to the Superintendent of Schools, or designee, who shall have authority to grant the request for instruction, or to deny it if the request does not conform to the required criteria contained herein. Teachers, counselors, and administrators shall bring cases appropriate for homebound instruction to the attention of the Superintendent of Schools, or designee. If a student's disability is expected to be chronic/long term, the student may need to be referred for an evaluation for services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

Parents may contact the Office of Student Services at 610-240-1974 with any questions regarding homebound instruction or this Regulation. Regulation 6210

The Superintendent of Schools, or designee, shall be permitted to require updated information as to the student's progress during the period of homebound instruction. The District reserves the right to require a medical examination by a physician of its own selection in order to make determinations for initial or continued eligibility for homebound instruction.

The Board reserves the right to withhold individual instruction when the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher or when a parent or other adult in authority is not at home with the student during the hours of instruction.

Procedures - Homebound Instruction

1. Request for homebound instruction, on proper form, shall be directed to the Superintendent of Schools for approval by the Superintendent or designee.
2. Completed forms shall include: (1) Letter of Request from Parent, (2) Letter of Recommendation from Physician.
3. Employment of tutors shall be at the discretion of the building principal. Present faculty members shall be contacted first, then substitute teachers on the current substitute teachers list. Anyone employed in this capacity must hold a Permanent Teaching Certificate in Pennsylvania. Teachers providing homebound instruction to exceptional students will be certified in special education by the Department of Education. If unable to secure instructor(s) through Tredyffrin/Easttown School District staff or current substitute teacher list, properly certified individual(s) may be used for homebound tutoring. Upon review of credentials and recommendation of the administration, all homebound instructors shall be on the Tredyffrin/Easttown School District payroll.
4. The Director of Safety and Student Services shall make necessary arrangements for

home-to-school telephone service if such is required. Immediate notification shall be made to the Director of Safety and Student Services if such service is contemplated as installation requires at least 10 days to 2 weeks. The Director's office shall make arrangements for the discontinuance of the telephone service. The school office shall notify the Director's office at least 5 days prior to the date of termination.

5. The tutor shall provide brief bi-weekly program reports on the achievement of the homebound instruction being given (or, in the case of an exceptional student, in accordance with the recommendation of the student's IEP team) to the parent/guardian.
6. An annual report of the student's progress shall be prepared by the tutor and countersigned by the building principal prior to submission to the Superintendent's office.

Any student receiving homebound instruction shall be carried as present on the attendance records of the school to which the student is assigned, during the period of time the student is receiving homebound instruction.

Adopted: December 2, 1986

Revised: September 1995

Revised: February 2005

Revised: April 23, 2012

Revised: July 20, 2012

Revised: January 5, 2021

Revised: August 31, 2021

**Tredyffrin/ Easttown School District Office
of Individualized Student Services**

Parent Request for Homebound Instruction

Date of Request _____

Name of Student

Grade

School

is ill and presently in the care of Dr. _____ located at
Name of Physician

Because of my child's illness, _____
State Nature of Illness

he/she will be absent from school for a period of _____.
Estimated Length of Time

I/We, _____, hereby request that the Tredyffrin
Name of Parent/Guardian

Easttown School District provides homebound instruction for our child. I have received a copy of the Administrative Regulation – 6210 Homebound Instruction. Attached is a fully completed and signed Medical Request Form, which is required prior to approval of the homebound request.

Signature of Parent/Guardian

Address

Phone

Date Submitted to Counselor

Please return this form to the student's counselor.

Tredyffrin/ Easttown School District
Office of Individualized Student Services

Medical Documentation for Homebound Instruction

****Form to be completed in its entirety by a licensed physician****

At times it may become necessary to modify academic expectations due to a diagnosed temporary medical condition. Please have this form completed in its entirety by the diagnosing physician. Use the back of this paper for additional information or comments and attach any information that you would like the district to consider.

1. All parts of this form must be completed for Home Instruction to be approved by the Tredyffrin Easttown School District.
2. Home Instruction is provided in acute cases for a maximum of three months.
3. Physician and parent should read attached Homebound Instruction Regulation.

STUDENT: _____

GRADE: _____

Special Education student? Yes No
Chapter 15 Agreement in place? Yes No

SCHOOL _____

Part I: Diagnosis – diagnosed temporary medical condition that warrants program accommodations.

Part II: Duration of need

- a. Student will require special medical consideration that prohibits the student from attending school

FROM: ____ / ____ / ____ TO: ____ / ____ / ____.

Part III:

- a. What medical limitations prevent the student from attending school?
- b. Suggest accommodations in which the school and parents can participate that will assist the student in returning to school. Please be specific and use the back of the page if needed.

Part IV – REQUIRED SIGNATURES

I, Dr. _____ I certify that the above student has a temporary condition preventing them from attending school for the specified period.

Physicians Signature: _____ DATE: _____ Physician's Phone Number _____

Part V – PARENT CONSENT FOR EXCHANGE OF INFORMATION:

I authorize Dr. _____ to exchange information regarding the medical request for Homebound Instruction with the School Nurse, the School District Doctor, and District Administrator in charge of Homebound Instruction, and I likewise allow the School Nurse, the School District Doctor and the District Administrator in charge of Homebound Instruction to exchange information regarding the medical request for Homebound Instruction with Dr. _____.

Signature: Parent or Legal Guardian: _____ Date: _____