



Department of Student Services

Hospital/ Homebound(HHB) Services 2026-2027 Parent Information Guide

REQUIRED FORM #1a

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1 Eligibility Requirements



- Student must be currently enrolled in RCSS before requesting HHB services.



- Services are **temporary** for students with a medical or psychological condition that is acute, catastrophic, or repeated intermittent.



- Services are only provided for expected absences 10 or more days. Absences under 10 days will not qualify.



- Eligibility is based on Georgia's State Board of Education Rule 160-4-2-31 Hospital/Homebound (HHB) Services.



- Services are **not** provided for chronic behavioral concerns, bullying situations, or school/teacher preference.

2 Required Forms

Before services can be processed & provided, Student Services **must** have the 3 required **2026-2027** completed forms on file:

1) Parent Information Guide

2) HIPAA/Verification of Receipt Form

3) Physician Medical Form



Special Conditions

For asthma, diabetes, and/or seizure diagnoses, a Care Plan must already be on file with the school nurse for the same condition services are being requested for.

3 Medical Requirements

- A medical referral form must be completed by your child's **Primary/Continued Care Physician or Licensed Psychiatrist** who is treating the student for the diagnosis listed on the form.
- An ER doctor is **NOT** eligible to sign a HHB Medical Form
- Your child's physician must certify that they do not have a contagious disease
- As the parent/guardian, it is your responsibility to complete the parent section of the medical form and deliver it to the physician/psychiatrist. The completed form must be sent directly to Student Services by either fax or email (see above).
- Medical information from school or parent will **NOT** be accepted.

Instructional Service Hours

Full Time = 3hrs max/week **ONLY**

Intermittent = 1hr/week for every missed day (3hrs/week max)

Missed days/ week Hours of service

1	1 hr.
2	2 hr.
3	3 hr.



What Happens Next?

- An Educational Service Plan (ESP) conference will be held at your child's school to discuss HHB services. This may be face-to-face, a phone conference, or virtual.
- HHB services are temporary and provided only while eligibility requirements are met.
- Submission of an HHB request does not guarantee approval.



Parent Information Guide

After Approval

REQUIRED FORM #1b



Instruction

- A student approved for HHB services may receive up to **3 HOURS MAX** of instruction to be counted present for a week.
- Instructional material will be provided by your child's regular teacher(s) from your child's school.
- Students are required to work and study independently between instructional visits.
- If an instructional period is scheduled and your child is not prepared to work or does not keep the appointment, attendance credit will not be given for that day.



Parent/Guardian Responsibilities

- An adult, 21 years or older, must be present during the **entire** time of instructional period.
- The adult must sign the timesheet at the end of each HHB session to verify the date and time of service.
- Notify your child's teacher as soon as possible if an appointment must be cancelled.
- Help your child to stay current with assignments and ensure work is completed in a timely manner.
- The parent/guardian and student will schedule study time between teacher visits and prepare the student for each visit.



Student Responsibilities

- Attend all scheduled instructional sessions
- Complete all assignments in the timeframe set by the HHB teacher.
- Work independently between visits and follow teacher expectations.
- Be prepared and actively participate during each visit.
- Students who repeatedly fail to complete assignments in the timeframe set by their HHB teacher may be removed from the program.



HHB services may end if your child:

- Misses 3 scheduled appointments
- Is absent for 10+ days while on intermittent status without proof the absence was due to the HHB diagnosis.
- Returns to school before services are ended
- Goes on any vacation
- Participates in extracurricular activities in and out of school. (Full time services only)
- Is employed at any capacity
- Does not complete assignments in a timely manner
- Does not have a safe learning environment at home
- Is withdrawn from RCSS



Approval for HHB services does **NOT** guarantee:

- Protection from the Georgia Compulsory School Attendance Law (truancy court)
- Passing Grades
- Promotion to the next grade level
- Continued enrollment in a magnet school or special program, if applicable
- Graduation, if applicable