Department of Student Services
864 Broad Street- Augusta, GA 30901
Office: 706-826-1129 - Fax: 706-826-4626

2026-2027 Hospital/Homebound Services – LETTER TO THE PHYSICIAN

Dear Physician/Psychiatrist,

The parent of the student listed on the **adjoining application [Hospital Homebound (HHB) Services Request Form]** has requested Hospital/Homebound services from the Richmond County School System. The purpose of this letter is to ensure that the medical community understands the educational implications and requirements of serving students through the Hospital/Homebound Services.

The Georgia State Board of Education established Hospital/Homebound services for students who are able to participate in and benefit from educational instruction but who are **medically unable to participate in the school environment due to a medical or psychiatric condition and resulting absences**. For students receiving Hospital/Homebound services, the School System requests ongoing information from the authorizing/continued-care physician that will allow the School System to develop a plan to transition the student back to the school setting as quickly as possible.

HHB services are for students:

- confined in-patient at a hospital or confined to their home {***bed***} due to a medical or psychiatric condition, which is **acute, catastrophic, chronic or repeated intermittent**.
- Hospital Homebound services are intended to be temporary (typically, less than 9 weeks). Except for the instances of long term homebound—all students should be expected to return to school at some point during the school year.
- The State Board Rule (160-4-2-.31) requires only **three hours of instruction per week** for students enrolled in the Hospital/ Homebound Services. This is not considered home school instruction. The hospital homebound teachers are not a replacement for in-class instruction. They serve more as a test administrator and a liaison between the student and their teacher(s). Many times, HHB meetings are a combination of test administration and transfer of assignments from student to teacher. The HHB teacher returns the completed work to the student's teacher of record for grading.
- All students approved for Hospital/Homebound services should be receiving treatment from the doctor of record on the HHB medical form. For the conditions of asthma, diabetes & seizures, an "*Care Plan*" must be on file with the school nurse before HHB can be considered. The doctor requesting HHB services is expected to provide continuous treatment/care to their patient and his/her family to encourage the student to return to school as soon as medically possible.
- For Full-time or Long-term Services, the student must be anticipated by their continued-care doctor that he/she will be absent from school for a **minimum of ten school days.**
- For intermittent services, the student must be anticipated to be absent from school for a minimum of ten school days per year. Any absence less than these specified days will not be considered.
- **Students will be required to complete the same assignments and tasks as their classmates who are attending school full time.**

LETTER TO THE PHYSICIAN

In general, there are typically three modes of delivery of homebound services—**Full-time temporary, Intermittent, and Long-Term Services**.

- ***Full-time temporary***: Students who have a medically diagnosed physical or psychiatric condition, which confines the student to home {***bed***} or hospital and restricts activities ***for nine weeks or less, but for a minimum of ten consecutive school days*** (*e.g.,* broken leg, surgical procedure).
- ***Intermittent***: A student may miss school on an intermittent basis due to a chronic condition from which they suffer (*e.g.,* severe asthma attacks, periodic anxiety, depression). Student must miss 3 school days to qualify for homebound services.
- ***Long-term***: Students who have a medically diagnosed chronic health condition which may cause the student to be absent from school for more than nine consecutive weeks per year (*e.g.,* transplant patients, students receiving chemotherapy, radiation, dialysis or other therapy that significantly affects the student's ability to attend school).

Hospital Homebound Services are being requested for the individual listed on the **attached Hospital Homebound (HHB) Services Request Form.**

As a part of the application process for these services, your input as the student's continued-care physician/psychiatrist is necessary. Please complete and return the attached **Licensed Physician Statement and Medical Referral Form** on behalf of the student/patient.

Once you have fully completed the following Medical Referral Form, **please forward it directly to the Richmond County School System's *Student Services Department* at (fax) 706-826-4626—please include a cover sheet, or email to _rcsshospitalhomebound@boe.richmond.k12.ga.us**. The parent is welcome to receive a *copy* of the completed form; however, **the medical information we process must come directly from the treating physician/psychiatrist or his/her designee.**

Your continued input regarding the student's condition may also be needed in order to assist the School System in effectively planning for the student's educational plan.

If you have any questions regarding this form or the process, please do not hesitate to reach out to me (contact information below). We appreciate your time and consideration of this information. The Richmond County School System looks forward to working with you in the best interests of the student.

Sincerely,

Mrs. Amelia Holmes
Health Coordinator of the Richmond County School District Hospital/Homebound Services via the Student Services Dept.
706-826-1310, Ext 5564
holmeam@boe.richmond.k12.ga.us

FINAL PHYSICIAN DETAILS

- To avoid us having to contact you for missing information, **please be sure to complete the medical portion in its entirety**, to include:
  - Specific diagnosis, to include (if applicable) surgery date (previous or upcoming) or estimated due date.
  - Service type (Intermittent OR full-time)
  - Start date of services (we do not backdate services to cover previous absences)
  - Specific end date of services.
  - Direct contact number to reach the treating physician.
  - Email address and/or fax number, in case we need to contact you.

- Completed HHB Request forms must be **emailed to *Students Services* at** _rcsshospitalhomebound@boe.richmond.k12.ga.us or **faxed, to include a cover sheet, to 706-826-4626.**
- **We do not accept medical information relating to hospital/homebound (HHB) from the parent or school.** However, parents are welcome to receive a copy of the request form.
- Our schools have an in-house Nurse. For the complete *2026-2027 School Nurse List* by school, please visit Health Services .
- For the diagnoses of **asthma, diabetes and seizures**, a "*Care Plan*" must be on file with the school nurse prior to a request for HHB services.
- For pregnancies, we provide HHB services for 6 weeks post-partum only, unless the student is inpatient at a medical facility.
- For services longer than 12 weeks, a medical update will be due to Student Services every 12 weeks in order for services to continue.
- ***ER doctors are not eligible to request HHB services***. HHB services can only be requested by the licensed physician or psychiatrist providing "*continued care*" for the diagnosis that HHB is being requested for.
- We do not accept HHB requests from licensed professional counselors (LPC), social workers or psychologists.
- ***Submission of a homebound service request does not guarantee approval.***

Feel free to contact is if you have any questions or concerns at our direct line of 706-826-1310, extensions 5190 or 5564.

You may also email us at _rcsshospitalhomebound@boe.richmond.k12.ga.us.