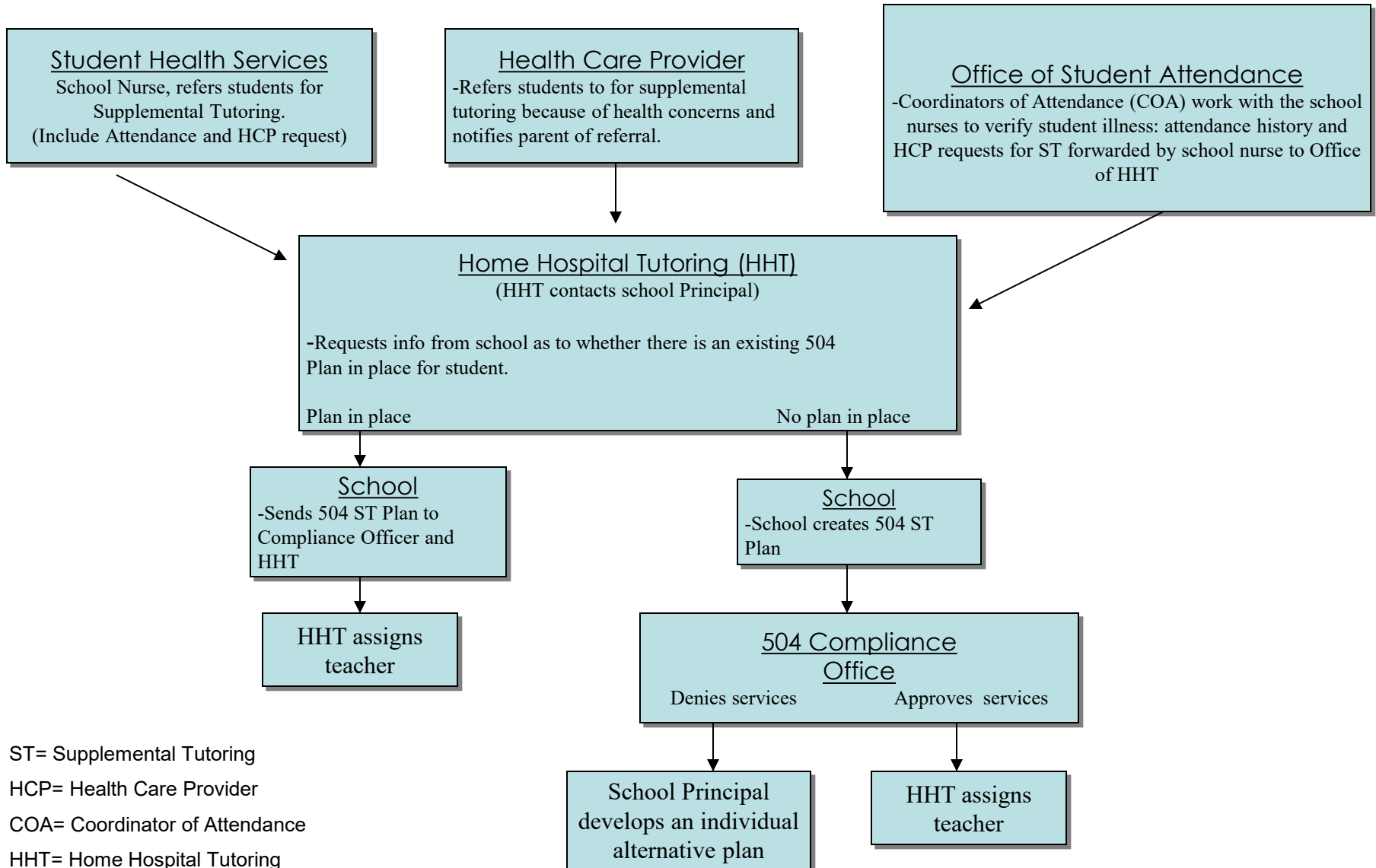


Supplemental Tutoring (ST) Flow Chart

3 main points of entry



ST= Supplemental Tutoring

HCP= Health Care Provider

COA= Coordinator of Attendance

HHT= Home Hospital Tutoring



System Review

- Quarterly meetings (December, March, June) to review process will be conducted with the Supplemental Tutoring Team.
- COA's will meet monthly with nurses to follow up on student absence list.

Continuous Services

- If a child has a chronic medical condition and there is an anticipation of a need for ST services in the next school year, a request for a continuance of 504 ST services should be made by the principal to the Compliance Officer by the 1st Friday in June.
- Annually, by the first Friday during the month of June, principals should review each 504 ST Plans for future consideration.
- At the request of the principal, family, or health care provider, the school nurse or HHT nurse is responsible for securing a request for continuance of ST services from the health care provider (to include diagnosis and need for service).
- If approved, services will be re-instated by the opening of the new school year
- For renewal requests, each HCP must submit a new referral (Appendix C) to office of HHT