

ADMINISTRATIVE REGULATION

No. 209

Board of Trustees Douglas County School District

HOMEBOUND INSTRUCTION

Homebound instruction is intended to provide educational services to students who are unable to attend school for an extended period of time because of a temporary medically verified condition. If a student's medical condition is chronic, recurring, or may substantially limit one or more major life activities, the District shall consider whether referral for a Section 504 plan, special education evaluation, or other appropriate intervention is warranted.

If homebound instruction is determined to be appropriate, the following procedures apply:

- The [Homebound Student Registration form](#) must be completed and signed by the principal or designee.
- The District must receive appropriate medical documentation supporting the request and any required release of information necessary to verify the student's condition and educational needs.
- The request must be approved by the Assistant Superintendent for Education Services, or other designated administrator, prior to the provision of homebound instruction. Any approval shall be issued in writing and shall apply only for the designated period of eligibility. If services are needed beyond the approved period, updated documentation and a request for extension must be submitted and approved before services continue.
- The principal or designee shall be responsible for coordinating instructional services for the student. Any individual assigned to provide homebound instruction must hold appropriate licensure or other qualification authorized by law and District requirements.
- Time sheets or other required service documentation for staff providing homebound instruction must be submitted with the approved registration documentation to the office designated by the District. The applicable budget code or funding source must be identified on all required payroll or service documentation.

[See Policy 209 related to:
Homebound Instructions
Homebound Registration Form
Homebound-Home Placement Student Attendance Form](#)

Adopted: 02/97
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