



# Homebound Instruction Manual

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Office of Special Programs  
One Park Center Court, Suite A  
Manassas Park, Virginia 20111

# **HOMEBOUND INSTRUCTION**

## ***SPECIAL EDUCATION HOMEBOUND PLACEMENTS***

Prior to the placement of any student on homebound instruction:

- I.** Prior approval by the Executive Director is required. If homebound placement is being discussed during or prior to an IEP meeting the case manager/administrator should consult with the Executive Director or the Supervisor of Special Education to confirm that homebound is the appropriate placement for the school system to offer for the student because it is the least restrictive environment in the specific situation.
- II.** The students' base school must develop an IEP that reflects that homebound instruction is required. Documentation on the IEP or the IEP addendum must include:
  - a.** Begin and end dates.
  - b.** The amount of time required to ensure that the student is able to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the annual IEP.
    - i.** The parent's consent on the IEP or addendum.
    - ii.** If the parent has requested the homebound placement, the parent must provide documentation of the need in the form of a completed Certification of Need for Homebound Services from the student's doctor/psychologist/psychiatrist. This documentation must be sent to the Executive Director for approval and to allow the Executive Director to communicate with the student's certifying doctor.
  - c.** The Certification must include the following components before it can be approved:
    - a.** A beginning and end date for the homebound instruction. The begin date should not be backdated to accommodate excessive absences that occurred before the doctor's treatment.
    - b.** A plan of treatment summary done by the certifying doctor.
    - c.** The parent's signature.
    - d.** The doctor's signature.
    - e.** The date the certification was written.
  - d.** Once the Executive Director has verified and approved the homebound placement a copy of the IEP for homebound services must be sent to the Executive Director. The Executive Director will secure an appropriate homebound instructor for the student. Timesheets for services will be verified by an administrator or designee from Central Office for authorization of payment. A copy of all paperwork related to homebound services should be maintained by the homebound instructor and guidance department for record keeping purposes.

## ***REGULAR EDUCATION HOMEBOUND PLACEMENTS***

Prior to the placement of any student on homebound instruction:

- I.** The parent must have the treating physician complete form *Certificate of Need for Homebound Instruction* form.
  - a.** These documents must include both the beginning and ending date for the requested homebound services. Homebound is a short term assignment to provide educational services to a student who is receiving treatment under a doctor's supervision, and for whom attendance to public school is temporarily interrupted due to the condition for which he or she is being treated. A plan for the student to return to school (part of the Certificate of Need for Homebound Instruction) should include details about the treatment the student is undergoing that requires the homebound placement along with the doctor's plan for the student to return to school
  - b.** The parent must have signed the *Certification of Need* form giving permission for communication with the treating physician.
  - c.** The *Plan for Student to Return to School* form should also be signed by the building administrator, parent and homebound instructor.
  - d.** The parent, homebound instructor, and student must sign the Agreement for Homebound Services form prior to services commencing.
  
- II.** Guidance shall not release information about a student to a perspective homebound instructor until notified by letter that the homebound services have been approved and the instructor assigned.
  - a.** When the homebound services are approved, the Executive Director will issue an approval letter to the parent that will be copied to the building administrator, the homebound instructor, guidance, and other personnel serving the student who may have a need for that information.
  - b.** Following approval the homebound instructor will receive a homebound packet.
    - i.** The instructor shall complete the *Homebound Agreement* on the first visit with the student. These forms shall then be sent to the Executive Director.
    - ii.** The instructor shall also complete the *Homebound Teacher Time Sheet* with each visit. The Parent(s)/Guardian(s) must sign at the conclusion of each visit.
    - iii.** Time sheets must be signed by the homebound instructor and parent with homebound activities included for each visit prior to authorization for payment.