



Homebound Student Attendance Form

Student Name: _____

Grade: _____

School of Attendance: _____

Instructor: _____

The student will be allowed to have a maximum of five (5) hours per week of instruction for a full school day. A half of a school day is a maximum of two and a half (2.5) hours per week of instruction.

Homebound Instruction *Cannot exceed 90 calendar days from the date the physician signs the form.*

Instructions: Please indicate the week of instruction (Monday of the week). Under each day that the student is provided services, please indicate the date and the time, beginning and ending.

For example:

	<i>Mon.</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>	<i>Fri.</i>	<i>Total Hrs. for the wk.</i>
Week of: 9/28/2009	9/28 3-5pm		9/30 3-5pm		10/2 3-4pm	5

Instructional Attendance Sessions

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours for the Week
Week of:						
Week of:						
Week of:						
Week of:						
Week of:						

Signature of Instructor: _____ **Date:** _____

Instructions for documenting attendance:

1. The instructor will complete the Student Attendance Form for each day during the month that homebound services are provided to the student.
2. The instructor will submit the Student Attendance Form to the building secretary on the last day of school of the month.
3. The building secretary will log the attendance in Sapphire for each student receiving homebound instruction.
4. In cases where the student is not attending the homebound instruction due to truancy (not health reasons), the instructor will notify the principal **and** Homebound Coordinator for a parent/teacher conference and/or for truancy notification.