

Homebound

Thursday, June 3, 2021 10:56 AM

Homebound Attendance

- ▶ Homebound instruction is provided for students who qualify through one of the three programs: **Special Ed homebound, General Ed homebound through 504 or Pregnancy Related Services.**

The homebound instructor shall notify the campus PEIMS clerk and attendance clerk of students being served through homebound. The homebound instructor will submit an attendance log to the attendance clerk weekly. The attendance clerk will manually enter attendance based on the homebound funding chart.

Teachers must post attendance based on the student physically being present in the classroom. Do not instruct teachers to not post absences.

Homebound attendance cannot be posted for a student until the homebound services has been approved and the homebound teacher begins services. The homebound teacher is responsible for maintaining an attendance log to identify when services began and to show the number of hours served per week. Attendance logs must be retained for five years.

Copies of the attendance logs are provided to the campus attendance clerk and to PEIMS Services. Attendance is recorded by the homebound teacher and is based on the number of instructional hours the student receives per week. In the event that instruction is not provided, absences must be recorded. This could happen when a student is too ill or hospitalized to receive instruction. Attendance logs must be filed in the student attendance folder and maintained for 5 years.

Homebound Attendance Procedures

- Maintain a list of homebound students
- Notify the PEIMS clerk and teachers when homebound services begin and end
- Notify the PEIMS clerk of the number of instructional hours student is scheduled to receive each week
- Post attendance weekly