

# Homebound Q&A

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## Q&A

- **How do I know which students are receiving homebound services?**

The homebound teacher shall be in contact with each campus attendance clerk to provide a list of students being served through homebound. Please verify that you always maintain a current list.

- **Who are the district's homebound teachers?**

Special Ed homebound – Richardo Quezada

504 homebound – Mary Lucero

PRS homebound – Hilda Adams

High Schools may also have core teachers providing instruction. Please check with your homebound administrator to get a list.

- **How Do Classroom Teachers Take Attendance?**

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

- **How is attendance taken for students on Homebound?**

In most situations a student who is going on homebound may have accumulated several absences already. Homebound attendance cannot be posted for a student until the homebound services **has been approved and the homebound teacher starts 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 as supporting documentation to claim ADA funding when services are provided.

- **Who should get a copy of the attendance logs and what do you do with it?**

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. As the official attendance clerk you are authorized to remove absences for students who receive instruction. 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 for auditing purposes.

As mentioned PEIMS Services also gets a copy of the logs on a monthly basis and will monitor the accuracy of attendance posted.

- **What is the enrollment date for a student who is homebound the first week of school?**

The enrollment date for a student receiving homebound services shall begin when homebound services begins. Ex. If the 1<sup>st</sup> day of school is 8/13/18 and a homebound student did not receive 4 hours of instruction until 9/4/18, his enrollment date must be set to 9/4/18.

- **How do we stop the School Messenger system from calling parents?**

To avoid the school messenger system from calling parents, the absences can be changed to "E" for excused. This would have to be done daily.

As the attendance clerk, you play a key role in monitoring student absences so please communicate any concerns with your administrator. Also, keep a list of homebound students and inform teachers and the PEIMS clerk when a student is on homebound. **Incomplete or inaccurate data will result in attendance not being allowed.** If you have any questions regarding the attendance for homebound students, please contact the homebound teachers.