



**Student Wellness Services Department**  
**Home and Hospital Instructional Services**  
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## **HOME AND HOSPITAL INSTRUCTION PROCEDURES**

### **45 Days and Under (Short-Term):**

- School administrator will meet with parent/guardian and student to discuss home and hospital instruction program and begins processing documents.
- Short-term home and hospital instruction services are approved by school administrator.
- School Special Ed Department schedules "Change of Placement" meeting for students being served under an IEP.
- School of record assigns a home and hospital instructor that meets with student once weekly for two hours in the home, hospital, other public space, or virtually. Teachers are allowed .5 hour preparation time. **Note: When an instructor meets virtually with multiple students at the same time, they will be paid for their time of instruction, not per student.**
- Student maintains his/her enrollment and class schedule at school of record.
- "Request for Home and Hospital Instruction" form is sent to Home and Hospital Instructional Services office, along with the "Health Professional's Statement of Needs" and any health professional's notes/letters.
- "Home and Hospital Instruction Disclosure Statement" is completed, signed, and sent to Home and Hospital Instructional Services office.
- "Short-term Home and Hospital Instruction Teaching Record" is attached to timesheet. Timesheets and mileage reimbursement forms are sent to Home and Hospital Instructional Services for payment authorization. Documents must be received by the second working day of each month in order to receive payment that month.
- Home and Hospital Instructional Services will manage student home & hospital instruction files.

### **Over 45 Days (Long-Term):**

- School administrator will meet with parent/guardian and student to discuss home and hospital instruction program and begins processing documents.
- School Special Ed Department schedules "Change of Placement" meeting for students being served under an IEP.
- "Request for Home and Hospital Instruction" form is sent to Home and Hospital Instructional Services Office, along with "Health Professional's Statement of Needs" and any health professional's notes/letters.
- Upon receipt of documentation, Home and Hospital Instructional Services staff will call parent to schedule an "intake" appointment with the parent and student.
- Qualifying students must be enrolled at their school of record at 100% and in the Long Term Home and Hospital program (Entity 905) at 0%.
- Qualifying students will be served by accredited educational programs assigned by Home and Hospital Instructional Services.