



**Student Services Department**  
**Home and Hospital Instructional Services**  
9361 S 300 E, Sandy, UT 84070  
Telephone: 801-826-5506 Fax: 801-826-5507

## **Application for Home and Hospital Services – Parent Checklist**

This information should help clarify the process, and explain each document needed this year, to complete the application and verification process for Home and Hospital Instructional Services.

- 1. Request for Home and Hospital Instructional Services.** This document will be originated by the school, upon receipt of the Health Professional's Statement of Needs from the health care provider.
  
- 2. Health Professional's Statement of Needs.** It is essential that your health care provider complete all sections of this form to ensure the information needed to process the request is included. Incomplete forms will not be accepted, and may delay the application process. **NOTE: this form expires 120 days from the date it is signed by the provider.** If your student was referred for Long- Term services, a new Statement of Needs is required every 120 days.
  
- 3. Release of Information Form.** The Release of Information allows verification of records, clarification of information provided, and/or requests for additional information, regarding your student's condition(s) from the health care provider.
  
- 4. (Special Education ONLY).** If your child is currently receiving Special Education services, your student's school must provide a copy of the **current IEP, including a Change of Placement, to Home and Hospital Instructional Services** to complete their application.
  
- 5. (Short-term ONLY).** If you are applying for short-term services for your child, your student's school must provide us with a copy of the current **HOME AND HOSPITAL INSTRUCTION DISCLOSURE and REFERRAL** to complete their application.

**If your student qualifies for long-term services, the school will provide paperwork to the Home and Hospital Services office, and they will contact you to make an appointment with you and your student.** This appointment will allow discussion of your student's needs and determine appropriate services.

Please feel free to contact Home and Hospital Instructional Services with questions you may have about this process.