



REFERRAL FOR HOMEBOUND

(In order for referral to be processed, this form must be completed in full)

STUDENT INFORMATION – To be completed by principal/designee and parent.

Student Name _____ DOB _____ ID# _____

Address _____ Zip Code _____ Phone _____

School _____ Grade _____ Homeroom Teacher _____

Email Address: _____ Computer/Internet at home: Yes No

I agree for my child to receive Homebound Services. I am aware that I can participate in which educational plans are made for him/her. Also, I am aware that AN ADULT OVER THE AGE OF 21 MUST BE PRESENT IN THE HOME DURING INSTRUCTIONAL SESSIONS. My signature authorizes APS HHB personnel to obtain needed medical information from student's treating physician and approval for student to receive hospital/homebound services.
Parent's Signature _____ Date _____
Student's Signature _____ Date _____
 Student is 18 years old (Parent signature not required)

Principal's signature _____ Date _____

SST/RTI Specialist Signature _____ Date _____

(Note: The school is responsible for providing assignments and grades to the student until the student is officially enrolled in the HHB program.)

~OSPS USE ONLY~
APPROVED _____ DENIED BECAUSE _____
Type of Homebound Services Approved:
 Temporary Long Term Intermittent
Start Date _____ End Date _____ HHB Teacher Assigned: _____
Approved by: _____ Date _____

Yes No

Recommendations for Accommodations:

- Can the student attend school regularly and receive HHB services on an intermittent basis as needed?
Yes No
- Is the student confined to the home or hospital and full-time HHB services are recommended?
Yes No
- Is the student free from communicable diseases, such as flu or contagious airborne diseases, etc?
Yes No
- Can instruction be provided to the student without endangering the health of the teacher or other students whom the teacher may contact?
Yes No

(NOTE: You may periodically have to verify that the student remains under your care and continues to qualify for the HHB services program.)

Treatment and School Reentry Plan *(Note: The following information is required to determine eligibility for HHB services and must be completed by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.)*

- What is the scheduled frequency of treatment/therapy for this student?
 Daily Weekly Monthly
- What is the expected duration of the treatment/therapy? _____
- Will the student take medication? Yes No

Medications student will take for diagnosis:

Name of medication	Effects on student's ability to comprehend	Effects on student's ability to complete independent assignments	Effects on student's ability to relate to teachers and other students

- Can this student return to school on an intermittent basis after his/her medication and condition is stabilized?
Yes No
- Can this student come into contact with other students?



Department of Student Intervention & Support

Telephone: 404-802-2630 or 2665

Fax: 404.802.1602

Dear Parents or Guardian,

Please read the following information and sign at the bottom. It is important that you and your child understand the purpose and the rules of the Hospital/Homebound Program.

Purpose

The purpose of the Hospital/Homebound Program is to help students, who physically cannot attend school for 10 days or more, to continue their learning process during their time away from school.

Goal

Our goal is to educate the student during the time he/she is unable to attend school and to assist with the transition back to school once he/she has been released from the doctor.

Eligibility Policies

- 1) Eligibility for services is based on the Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services, and that a medical referral form issued from a licensed physician or licensed psychiatrist is required to determine eligibility.
- 2) HHB services personnel may contact the licensed physician or licensed psychiatrist to obtain information needed to determine if my child will be eligible for HHB services and provide appropriate instructional delivery.
- 3) A child must be enrolled in a public school prior to the referral for HHB services.
- 4) HHB services are for students confined to the home or hospital due to a medical or psychological condition, which is acute, catastrophic, chronic, or repeated intermittent.
- 5) Parents will be required to sign an agreement regarding HHB services policies and procedures.
- 6) A child eligible for HHB services may be dismissed from the HHB program and may be required to return to school if his or her medical or psychological condition(s) improve as documented by a licensed physician or licensed psychiatrist.
- 7) A child who is eligible for HHB services is subject to the same mandatory attendance requirements as other students.

Policies and Procedures

- 1) A parent, guardian, or an approved adult parent designee as identified in the Educational Service Plan (ESP) shall be present during each homebound session.
- 2) A table or a desk in a workspace that is well ventilated, smoke-free, clean, and quiet (i.e., free of radio, TV, pets, and visitors) must be provided.
- 3) A schedule for student study time between teacher visits will be established and the student will be prepared for each session with the teacher.
- 4) Instructional materials must be obtained from the school, and assignments completed and submitted on time.
- 5) Assignments will be returned to the regular school teacher for grading if the student is on HHB temporarily.
- 6) A parent, guardian, emancipated minor, student 18 years of age or older, or an approved adult parent designee as identified in the ESP must notify the HHB teacher **at least 24 hours** in advance if an instructional session must be cancelled. HHB Personnel may, at its discretion, reschedule the cancelled session. The HHB teacher will notify the parent, guardian, or approved adult parent designee if they need to cancel a session and the session may be rescheduled.
- 7) For long-term or intermittent HHB students, the HHB teacher, in collaboration with the regular school teacher, shall assign grades for the work completed.
- 8) The parent/guardian, emancipated minor, or student 18 years of age or older must submit a release form from the licensed physician or licensed psychiatrist upon the student's return to school.
- 9) To extend HHB services beyond the originally identified return to school date, the licensed physician or licensed psychiatrist must submit an updated medical referral request form.

(Continued on the next page)

Cause for Dismissal

- 1) If the licensed physician or licensed psychiatrist recommends that the student is able to attend school or can no longer participate or benefit from HHB services, the student will be removed from the program.
- 2) If the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined at home, the student will be removed from the program.
- 3) If the parent, guardian, emancipated minor, student 18 years of age or older or adult parent designee cancels three sessions without 24 hours' notice, the student will be removed from the program.
- 4) If the conditions of the location where HHB services are provided are not conducive for instruction or threaten the health and welfare of the HHB teacher, the student will be removed from the program.

Parent/Guardian Agreement/Release for Information

I have read the Hospital/Homebound (HHB) services policies for program eligibility and I understand the reasons for possible dismissal from the program. I agree to the policies and eligibility requirements of the program and request HHB services for my child.

Student Name

School

Parent/Guardian Signature

Date