

## Application for Homebound Instruction

### Student Information

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

School \_\_\_\_\_ Counselor \_\_\_\_\_

Please check all that apply: ☐ 504 Plan ☐ ESL services ☐ Special Education services/IEP ☐ GT/AP courses

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

The signature confirms the parent/guardian has received Cabot Public School District's Homebound Instruction Information page about homebound services.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Physician's Report

This form must be completed by the student's physician and returned to the Director of Counseling, Cabot Public Schools, 602 North Lincoln, Cabot, AR 72023, fax to 501-843-0576, or email

[terena.woodruff@cabotschools.org](mailto:terena.woodruff@cabotschools.org) This information is essential in determining eligibility for services.

Physician's Name (printed) \_\_\_\_\_ Clinic Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

How long has this student been a patient? \_\_\_\_\_ Diagnostic/Medical Label \_\_\_\_\_

Briefly explain how this illness/injury prevents school attendance \_\_\_\_\_

Prognosis including length of homebound (*specific date or length is required*) \_\_\_\_\_

Please rate symptoms      Chronic      Acute      Mild      Moderate      Severe

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

### School Use Only

☐ Approved      ☐ Denied      Begin Date \_\_\_\_\_      Projected End Date \_\_\_\_\_

Assigned Teacher \_\_\_\_\_ Date services ended \_\_\_\_\_

Comments \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

## Application for Homebound Instruction

In order to be considered for homebound instruction

- A student must have an illness or injury that prevents school attendance and is documented by a medical doctor.
- The student would require homebound services longer than 10 consecutive school days.
- A completed Homebound Instruction Application must be submitted to the Director of Counseling. The application must be completed by a medical doctor and signed by both the parent and doctor. Incomplete forms will not be considered for approval. It is the responsibility of the parent to contact the doctor's office and provide the necessary documentation. *A specific length of time for services (example - 6 weeks) or date of return to school is **required**.*
- Homebound applications for students receiving special education services must be submitted to the Director of Special Education in order for an IEP conference to be held to consider homebound services.
- Homebound services are for short term and not intended to replace regular classroom instruction.

Other Information

- The length of services may be shortened or extended with additional documentation from a doctor. It is the responsibility of the parent to contact the doctor for appropriate documentation and provide it to the Director of Counseling prior to returning to school earlier than expected or extending services. Attendance policies will apply after the end date for services unless the Director of Counseling receives documentation from the doctor requesting an extension of services with a new specific end date.
- The parent is responsible for notifying the homebound instructor and Director of Counseling when a student returns to school or will need an extension of services.
- Attendance policies continue to apply to student absences until homebound instruction is officially approved by the district's administration and the student (parent/guardian) has been notified of the approval for homebound. *Submitting a request does not assure approval of the request.*
- Upon application and approval of homebound instruction, students must understand that their **schedules may be adjusted** due to specific class and/or subject requirements that cannot be effectively taught and learned in the homebound setting. The adjusted schedule could affect the expected graduation date. These courses may include, but are not limited to the following classes: Pre-AP, AP, foreign language, band, computer courses, medical courses, vocational electives, etc.
- Students who are homebound for a period of six weeks or less may be able to continue with some (or all) of their current classes with the recommendation of the classroom teacher and the approval of the principal.
- A student can be served by *either* Homebound instruction, or attend class at school. These educational services will **not** be provided simultaneously to a student.
- Homebound instruction consists of a minimum of two (2) hours and a maximum of five (5) hours of direct instruction per week. After direct instruction, the student will be responsible for completing assignments independently as assigned by the homebound tutor.
- Students must notify the homebound tutor or principal **immediately** if they anticipate not completing their assignments by the assigned deadlines. Students/guardians must contact the homebound instructor if they are unable to meet during at the appointed time/location. *Homebound services can be discontinued due to repeated cancellations. This could result in a loss of credit.*
- Students will follow the school requirements regarding semester tests.