

# West Carroll Board of Education

## Administrative Procedure

Required by:  
**Board Policy: 4.206**  
**TCA:49-10-1102**

Descriptor Term:

### **Homebound Instruction**

Approved:

01/08/2008

1. Parents may request homebound services for a student who is unable to attend school for at least five consecutive days due to a medical condition. The principal or school counselor may inform parents of the WCSSD homebound instruction policy when the parent is unaware of homebound instruction as an option and the principal or counselor deems it in the student's best interest to do so.
2. The parent obtains the District approved forms from the school. These forms are completed and returned to the school principal.
  - a. *Request for Homebound Instruction* – To be completed by the parent/guardian
  - b. *Physician's Certification Statement* – To be completed by the attending physician
3. The principal approves the request for homebound services.
4. The principal assigns a teacher to administer homebound services.
5. The teacher contacts the parent/guardian to arrange homebound visits. The teacher contacts the regular classroom teacher(s) to design an appropriate plan for instruction and then assumes responsibility for instruction and assessment during the period of homebound services.
6. The principal forwards copies of the *Request for Homebound Services* and *Physician's Certification Statement* forms to the District Office.