

Community Services Department – Homebound Services (989) 797-1847

## **HOMEBOUND AND HOSPITALIZED REQUEST PROCEDURES**

If approved, Instructional Homebound Services will be provided at the student's home during at least one (1) hour visits twice per week for the period of incapacity listed on the attached Medical Statement. Class work will be brought to the student and returned to the school. Homebound instruction is not designed to replace classroom instruction. The return of the student to school, if even for part of a school day, should be a goal of the parent and physician.

The following steps are required to activate homebound/hospitalized services for a Saginaw Township Community School student excluded from class(es) for five (5) or more consecutive days due to a medical condition.

- Step One:** The parent/guardian makes contact with their student's school. At the elementary level, the parents should talk with the Principal. At the middle and high school levels, the contact should be made first with the student's counselor. Once it is determined that the student may need homebound instruction, the school contact person will provide the parent/guardian with the necessary forms.
- Step Two:** Form #1: Referral for Homebound Services Form  
To be completed by student's parent(s)/guardian(s).
- Step Three:** Form #2: Medical Statement  
To be completed by student's licensed physician. Homebound services cannot begin until this form is completed and returned. This form is good for one school year. A new Medical Statement, signed by the physician, will be requested to extend the period of incapacity if needed and requested by the parent.
- Step Four:** Principal Signature  
The two forms should be returned to the student's school counselor (where applicable), or Principal and signed by the student's school Principal, or Assistant Principal (if applicable). After the form is signed by Principal (or Assistant Principal), return both completed forms to Board of Education Office - Community Services Department.
- Step Five:** The district will assign a Homebound Teacher within 5-days\* of receiving the completed and signed Homebound Services forms.
- \* If extenuating circumstances occur, it may justify an extension of the 3-day period. With that in mind, submitting the required forms as soon as a need become evident, or even suspected, will help facilitate the process.
- Step Six:** When the Homebound Services assignment is near the end and the student is getting ready to return to school, the Homebound Services Teacher must notify Steve Elliott with a return-to- school date. The Homebound Services Teacher must also direct the parent(s) to meet with the student's counselor to make arrangement for the return to school.

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3465 N. Center Road, Saginaw, Michigan 48603 (989) 797-1847

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### REQUEST FOR HOMEBOUND SERVICE

To be completed by parent/guardian and returned with Medical Statement Form

Student's Name (please print) \_\_\_\_\_ Request Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Sex M F Grade: \_\_\_\_\_ Primary phone \_\_\_\_\_ Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Is the student receiving special education services? \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent/Guardian (please print) \_\_\_\_\_

Physical/Mental Problems causing an incapacity to attend school:

\_\_\_\_\_  
\_\_\_\_\_

Licensed Physician \_\_\_\_\_ (MD) Phone \_\_\_\_\_

Physician's Office Address: \_\_\_\_\_

A Medical Statement certified by the physician must be attached indicating expected length of time the student will be gone from school. Counselors, psychologists, social workers, or other types of behavioral therapists are not able to certify eligibility, only a licensed physician.

Saginaw Township Community Schools has my permission to request necessary and pertinent medical information concerning my child listed above who is (or will be) homebound or hospitalized.

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

School Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form, once signed by a school administrator, to the Community Services Department in the Board Office.