

STEPS for
Homebound Application and Green Sheet

Homebound Application:

All information from the date to the Principal's signature needs to be filled out (Physical and Mental Health as applies).

Lab classes and PE cannot be added to the application list of courses.

A current doctor's note must accompany the application. The doctor's date given needs to match the application dates. Once the date on the doctor's note on file passes, another will need to be obtained in order to continue Homebound Instruction.

The Academic Office will acquire the appropriate signatures to complete the application process as well as send out copies to designees.

Homebound Green Sheet:

Each Homebound Green Sheet is required to have the following information on it before it is submitted:

- Employee/instructors name, SS#, month and location information
- Homebound students name (under the heading "work description")
- All dates of instruction
- All times of instruction
- Total hours
- Work description (working with student or preparation)
- Instructors signature
- Administrators signature
- Homebound Daily Log sheet

A Homebound Daily Log is required with each green sheet to give details of what instruction took place. Once a Homebound instructor is decided upon, please give them a green sheet and log sheet.

The Payroll process may be delayed or forms returned to instructor if any of the above is not on the green sheet.

A funding source/account string will be supplied by the Academic Office.

A current doctor's note must be on file in order for green sheet to be processed. If the doctor's note says "until released", it is the responsibility of the instructor to obtain a new doctors note from the parents at the beginning of each month. Green sheets will not be processed until a current doctor's note is on file.

All homebound green sheets need to come to the Academic Office to be processed and approved by Diane Vallejos prior to being submitted to the payroll office.

Payroll would prefer that green sheets are turned in following the payroll schedule on the reverse of the green sheet.

Policy allows 3 hours of instruction and one hour of preparation each week.