



Education Services 2550 Harnish Drive  
Algonquin, IL 60102  
P- 847-551-8332 F- 847-551-8433

# Homebound Services

Parent & Guardian Guide  
Questions & Answers

## Homebound Services Questions & Answers

### Does my student qualify for homebound services?

Home/hospital services are provided to a student when a licensed **Medical Doctor (MD/DO), Advanced Practice Nurses (APN) and Physician Assistants (PA)** determines at the time of signing the medical certificate that the student, will or is anticipated to, due to a medical condition, be ***out of school for a minimum of two consecutive weeks of school (10 days) or more or on an ongoing intermittent basis.***

Will my student qualify if they have already missed 10 or more days of school but have returned to school on a regular basis?

No. Please contact your school regarding extra help, possible modification of assignments as appropriate and tutoring offered at the school.

Will my student qualify if they have already missed 10 or more days of school but will return to school in less than 10 days and is expected to attend on a regular basis?

No. Please contact your school regarding extra help, possible modification of assignments as appropriate and tutoring offered at the school.

### What does ongoing intermittent mean?

An ongoing intermittent basis means that the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. This means that a student should attend school any day or portion of a day that they are able. Many students will fall into this category.

### What are homebound services? Is it like home schooling?

No. Homebound services are different from homeschooling. This is tutoring, not direct instruction for no less than 5 hours a week.

- Homebound services may include:
  - **Tutoring** of classwork that has been assigned by the student's regular teacher (including 1:1 online curriculum).
  - Related services as determined by the student's IEP.
  - Odyssey online coursework

## Homebound Services Questions & Answers

### What do I do to apply for homebound services for my child?

1. Contact Education Services Office at 847-551-8332 and request homebound services.
  - Read the Parent & Guardian Guide Q & A homebound information.
  - Review the required forms:
    - Request Form
    - Medical Certificate – good for 3 months and must be renewed to continue services.
    - Release of Authorization Form
2. Complete and sign all 3 forms.
3. Return all 3 forms to the Education Services Office.
4. Allow 5 business days after submitting the completed forms.

### How will I know if my child qualifies?

An Education Services representative will contact you.

### What if my child has an IEP?

If the student is an IEP student the IEP team must convene an IEP meeting to discuss the homebound status regarding the student's needs, reasonable expectations for this student and possible modifications to the IEP, regarding related services, work load and or course schedule etc.

### Will Education Services contact the school and let them know?

Yes. A representative from Education Services will contact all appropriate school staff including the attendance secretary, administration, teacher (if elementary), counselor (if middle or high school) to inform them if the student has qualified for homebound status. However, parents are responsible for picking up and dropping of work.

### Will I have to call my child in as absent every day?

- If your child cannot attend school at all you will not have to call each day. Education Services will let the school know that your child cannot attend school at all.
- If your child will attend school on an intermittent basis you should contact the school and devise a plan with the attendance secretary that will ensure that it is communicated to the school when your child will not be there.



## Homebound Services Questions & Answers

### How will my child receive and submit his/her assignments?

It is the responsibility of the parent and the classroom teacher and/or counselor to arrange and ensure the pickup and delivery of assignments. **Tutors will not be picking up and dropping off assignments from home and school.**

It is highly recommended that you and your child sign up and utilize the Parent Portal system to check that your student is receiving all of the assignments needed and that the teacher is receiving them when they are completed and returned to school. Please see the attached directions for Parent Portal.

### Will the tutor be my child's teacher and make decisions regarding assignments and lesson plans?

No. The tutor will only tutor assignments as provided by the classroom teacher.

### Who will grade my child's work?

The teacher who assigned the work will grade the work. As in the regular school setting, there is no guarantee that a student will achieve a particular grade.

### Where will the tutoring occur?

The tutoring will most likely occur in your home. However, if your child's situation warrants and it is feasible the tutor may meet the student at school or at the local library.

If tutoring occurs in the home a representative of the family that is 21 years or older must be present in the home and available to check in as needed.

### How much tutoring will my child receive?

A student will be eligible for no less than 5 hours of tutoring a week.

### Who will tutor my child?

A certified teacher who is a current teacher or substitute will be your child's tutor. Only one tutor is assigned.

### Who assigns the tutor?

Education Services has the list of qualified tutors. Education Services will take the information that was provided by you and the known qualities of each tutor. Based on availability Education Services will assign **one** tutor to best suit your child's needs.



## Homebound Services Questions & Answers

### **Will my child have a different tutor for each class?**

No. **Only one tutor** will be assigned. Our tutors are certified teachers employed to tutor a wide variety of subjects.

### **Who decides the tutor's schedule?**

You and the tutor do. The tutor will call you to schedule a meeting. At that time you will discuss what days and times work best for your family and the tutor's schedule.

### **Can my child be tutored on days when there is no school?**

No. Tutoring can only occur on days when school is in session.

### **What if my child cannot regularly participate in 5 hours of tutoring a week?**

We do encourage that the student participate in as much of the tutoring as possible but we do understand that due to not feeling well enough or appointments some students may not be able to participate in as much as 5 hours a week.

### **What if I have to cancel a tutoring session?**

- Call your tutor and inform him/her of the cancellation. Please give 24 hours' notice if possible.
- Reschedule the session if possible for later that same week.
- Numerous cancellations will result in a parent conference to reassess homebound services.

### **Can tutoring hours be made up past the week that they were scheduled?**

No. Tutoring hours must be made up in the same week. Weekly tutoring coincides with school missed that week. Tutoring hours cannot be saved and used at a later time in the school year.

### **What if my high school child has upper level or lab classes?**

Higher level Math (beyond Algebra 2), Science Lab, Industrial Technology, Family and Consumer Science, Foreign Languages, Music and Certain Art classes cannot be replicated in the home.

The school district's obligation is to provide instruction based on the student's needs. Fulfilling the graduation requirements is a student's need. In some cases the curriculum can be modified to allow for an independent study and or another course may be substituted so that the student can meet requirements for graduation.

## Homebound Services Questions & Answers

Education Services will inform your student's counselor of the homebound status. Please discuss with the counselor your student's courses, reasonable expectations for this student and the school, any suggested changes to the course schedule if necessary and/or any requested accommodations or modifications to the work.

### When will homebound services end?

- Upon expiration of the medical certificate
  - The medical **certificate must be renewed every 3 months** or sooner if the physician has indicated an earlier expiration date
- When we receive a physician's statement that the student no longer requires it
- The parent or student refuses services
- It is found that the student is actively employed

### If my student has a long term illness do I have to renew the medical certificate every 3 months and or reapply every new school year?

Yes. This will allow us to us to update our records. Also state requirements and forms may change from year to year.



Education Services

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Parent/Guardian Homebound Services Request Form

I have received and read the homebound services application packet. I understand the purpose of homebound services as well as its limitations as indicated in the information packet.

Student Name \_\_\_\_\_

Today's Date \_

Attending School \_\_\_\_\_

Student's Grade \_

Does your student have an IEP?  YES  NO

Does your student have a 504 plan?  YES  NO

Who referred you to apply for homebound services? \_\_\_\_\_

Name

Position

What services are you requesting? (be specific)

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

Medical Reason for Request:

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

What days and time of day is a family member or representative over the age of 21 available to be present when student receives services in your home? Days Available - \_\_\_\_\_ Times Available - \_\_\_\_\_

I also understand that homebound services can only be scheduled after:

- I have returned the completed Medical Certification Form, this form and the Authorization of Release form
- Education Services has reviewed the required documents and
- Education Services has approved homebound for my student.

Please allow 5 business days after receipt by Education Services Office.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Phone #

\_\_\_\_\_  
Parent/Guardian Email Address

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

\_\_\_\_\_  
Date

Parent – Please retain a copy for your records.







2550 Harnish Drive

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## Homebound Services

### Release of Information Authorization Form

Student Name	Date of Birth

I the parent/guardian of the above named student hereby authorize an Education Services representative of Community Unit School District 300 to receive, release and exchange information and documentation with the below listed physician regarding the above named student's medical condition. This is to permit the physician or physician's representative and school personnel to exchange information to coordinate homebound services.

Name of Physician Which Signed Medical Certification	Medical Office Name and Address	Office Phone Number

You have a right to inspect and receive a copy of the information that you have authorized to be released. The information that you authorized will not be released without your signature except provided by law. You may notify Community Unit School District 300 that you are revoking the authorization in which case the information will not be disclosed except to the extent that Community Unit School District 300 has already acted upon the authorization. If you decide to revoke the authorization, you must do so by submitting the request in writing to the Community Unit School District 300, Education Services office at the address above.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date