

### **School:**

- Distributes and collects Homebound Application and required Physician's Statement Form
- Forwards the application and physician's note to the Office of School Culture
- Collects course work from teachers and makes it available to the homebound teacher
- Classroom teachers grade work, maintain grades for student and communicate with the homebound teacher on the progress of the student

### **Office of School Culture:**

- Accepts application and physician's note from school
- Obtains verification for services from DAPA
- Contacts family to confirm receipt of application
- Assigns a teacher to perform homebound services
- Distributes necessary documents to the Homebound Teacher
- Collects and processes time sheets for Homebound teachers
- Makes themselves available to school, parents, teachers for support as needed.

### **Homebound Teacher:**

- Contacts family to establish days, times and location for services
- Obtains work from the student's school and returns work when complete
- Provides tutorial services to help student gain basic information to complete assignments
- Communicates with teacher(s) at school on student progress
- Proctors standardized tests if applicable
- Fills out Service Log and Time Sheet bi-weekly or monthly and sends them to the Office of School Culture for processing