

HOME INSTRUCTION

INSTRUCTIONS TO GUIDANCE COUNSELOR OR ELEMENTARY PRINCIPAL:

Please provide the student's home instructor with the following:

- ❖ Class Assignments
- ❖ Books and Materials

INSTRUCTIONS TO THE HOME INSTRUCTOR:

The home instructor is to contact the middle/high school counselor or elementary principal listed on form. Assignments will be available at the middle/high school guidance office or through the elementary teacher as arranged with the elementary principal.

Time Cards are to be submitted to the Director of Pupil Personnel Services on the same pay day as other school employees.

Mileage Forms are to be submitted to the Director of Pupil Personnel Services on the last working day of each month.

Please keep regular communications with the guidance counselor or elementary teacher so that assignments are kept up-to-date and information for report cards is kept current.