

PROCEDURES FOR HOME INSTRUCTION REQUEST

As soon as a parent requests home instruction, the student's counselor at the middle/high school or the elementary principal must complete SECTION I and SECTION III of the "PHYSICIAN'S CERTIFICATION FOR HOME INSTRUCTION" form and send or give to the parent or physician.

Make a copy of the completed *PHYSICIAN'S CERTIFICATION FOR HOME INSTRUCTION* form and complete SECTION I or "REQUEST FOR HOME INSTRUCTION".

When physician's statement is returned, send the original completed physician's form and REQUEST FOR HOME INSTRUCTION to the Pupil Personnel Services Office.

Contact the principal to see if any teacher in the building would like to provide the home instruction. The principal or guidance counselor will contact the Pupil Personnel Services Office with the name of the person who is recommended to provide the home instruction.

When paper work is processed, a copy of the approval will be sent to the appropriate school offices and the home instructor.

The home instructor will contact the middle/high school guidance office or the appropriate elementary school principal. Please make sure that student assignments are given to the home instructor in a timely manner.

There may be times when home instruction is required prior to completion of the paper work processing. The home instructor can begin working with the student as soon as possible in these instances.