Home/Hospital Teaching Checklist

Student’s Name: __________________________________________________________________

Home Teaching Application - PAGE 1

School completes top section of request form in full
___ Student name, date of birth, student ID, school, grade and date last attended school
___ Check Regular Education or Special Education student

___ Parent receives Request form and completes his/her section in full

___ Medical Doctor completes his/her section of form in full or attaches doctor’s note with form information included in note

Home Teaching Application - PAGE 2

School completes Page 2 in full
___ Check if regular education or special education student (IMPORTANT)
___ Disability area completed if special ed student (IMPORTANT)
___ Subjects needed completed (IMPORTANT)
___ Name of student’s current teacher(s) completed

School Nurse completes
___ School Nurse reviewed doctor’s section, signed and dated form
___ Case Manager signed and dated form for special education students
___ Principal or administrative designee signed and dated form
___ Completed Request for Home/Hospital Instructional Services application faxed to Health Services (949) 515-6727

School is notified by credentials or substitute office of teacher clearance - School completes Home Teaching Process
___ Home Teacher’s name added to the original application
___ Home Teacher’s name added to the appropriate Home Teaching Multi Requisition or individual Req
___ Home teacher contacted and student’s Home Teaching program coordinated.
___ Home/Hospital Teaching forms given to Home Teacher
    ___ Current year Home Teaching Time Sheets and sample time sheet
    ___ Miscellaneous Earning Report and sample MER report
    ___ Mileage Report and sample mileage report
    ___ Report Card for Secondary School assignment longer than 20 days
___ School requests assignments & material for student from current classroom teacher
___ Instructional setting for student changed from General or Special Ed to Home Teaching Instruction Setting 4 in the Enrollment Atom
During Home Teaching Assignment

- Completed and signed Timesheet and Miscellaneous Earning Report (MER) received from the Home Teacher with Home Teaching Timesheet hours matching hours on MER
- MER processed and verification number entered on MER and sent to Payroll Department
- Mileage Report signed by school administrator and sent to Accounts Payable department.

School: Upon completion of Home Teaching (Mid-year and end of year)

- Student changed form Instruction Setting 4 in SASI (Enrollment Atom) back to General or Special Ed Setting
- Home Teaching Termination form completed, signed and dated. Copy kept in Student Attendance File
- Home Teaching Termination form faxed to Health Services (949) 515-6727
- Original Home Teaching Termination form sent to District Attendance office

Health Services

Request for Home/Hospital Instructional Services application completed in full.

- Assigned home teacher completed
- Subjects needed completed
- Prior signatures and dates completed
- Doctor’s section reviewed
- Health Services Coordinator or administrative designee signed and dated form
- Request for Home/Hospital application faxed to Human Resources (714) 424-5037
- Request for Home/Hospital application cc faxed to Attendance & Boundaries (714) 424-5015

Human Resources/Credentials

Home Teacher not been selected:
Application to substitute desk to obtain Substitute Home Teacher.

- Once substitute teacher obtained - application given to Credentials for teacher clearance
- Once substitute is cleared by Credentials - Substitute and school site notified by the substitute desk
- Copy of application retained in Credentials department
- Copy of application sent to District Attendance office
- Credential/NCLB information entered on Home Teaching Excel Sheet in Shared Files

Home Teacher already selected:
Application to Credentials for Teacher Clearance

- Verified Home Teacher is qualified to teach the subjects required. If necessary, sent prospective Home Teacher for fingerprints clearance and signed consent/NCLB certificate
- School site notified
- Credential/NCLB information entered on Home Teaching Excel Sheet in Shared Files

Attendance

Student’s enrollment records audited