

**Application for Home/Hospital Instruction
Woodford County Schools**

PARENT INFORMATION & PERMISSION FOR HOME/HOSPITAL INSTRUCTION

Dear Parent or Guardian,

_____, student at _____ has met the requirements for the Home/Hospital Program. The following will assist us in the continuing education of your child:

1. There must be a responsible adult present in the home at all times during the teacher's visit.
2. The teacher will visit two times every five school days for one hour each visit. It is important that the student be available as the scheduled time.
3. Parents/guardians are necessary for the success of your child's instruction. This program is designed to help keep the student on track, but cannot substitute for a full week of regular instruction. Therefore, parents/guardians must take an active role in working with the student to advance their course work.
4. Notification to the teacher should be made in advance if the student is unable to have a visit. Three unexcused absences will result in a report of truancy. Please call the teacher as soon as an absence is expected and no later than 8am the morning of the scheduled visit. Please call 859.983.4541 and leave a message if necessary. The teacher will attempt to reschedule, but a visit cannot be guaranteed after a cancellation.
5. Please provide a suitable work area with appropriate lighting where the student and teacher can work without distractions. No electronic devices are allowed. No eating or smoking is allowed during the visit. Other children, visitors, and pets should be kept out of the room so as the teacher will have the student's full concentration.
6. Please check to see that all assignments are complete prior to the teacher's next visit so that instruction can continue.
7. Arrange for the student to have sufficient rest and to be ready to work when the teacher arrives.
8. Students may not work or participate in athletic activities while in the Home/Hospital Program.
9. Please notify the Home/Hospital teacher as soon as the medical doctor gives permission for the student to return to school. Unless the student returns early, the student will be required to go back to school on the date specified by the doctor on the application form. If there is need for continued instruction, additional paperwork will be required.
10. **It is necessary for students who are seeking Home/Hospital Services for mental health reasons must have their medical forms completed and signed by a licensed psychologist or psychiatrist.**

I/we as parent(s) or guardian(s), agree to the above guidelines.

Parent(s) or Guardian(s) signature

date

It can be beneficial for the school nurse to be aware of the circumstances involving a Home/Hospital student. Please sign and date below if you give your permission for the Woodford County Schools Home/Hospital Committee to disclose medical information given on the Home/Hospital application to the school nurse.

Parent(s) or Guardian(s) signature

date

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Section I: Parent/Student Information

To be completed by the parent (s) /guardian (s) prior to full completion by the licensed medical or mental health professional.

School District: Woodford County Schools School _____ Grade _____
County of Residence _____ Last Date Attended _____
Special Education Student _____ Yes _____ No

Name of Student _____ Date of Birth _____
Address of Student _____ Zip Code _____
Sex _____ Race _____ Social Security # _____ Telephone # _____
Full Name of Father/Guardian _____ Work Phone _____
Full Name of Mother/Guardian _____ Work Phone _____

List any special education programs in which your student may be enrolled:

List directions to student's home:

Pursuant to KRS 159.030, Section (2), before granting an exemption under paragraph (d) of subsection (1) of this section, the board of education shall require satisfactory evidence, in the form of a signed statement of a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence the board may exempt the child from compulsory attendance. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) in accordance with their Individual Education Program (IEP), with the services to be in the least restrictive environment. In lieu of this application, the ARC chairperson shall provide written notice of this eligibility to the local Director of Pupil Personnel (DPP) for purposes of program enrollment.

Any child who is excused from school attendance more than six (6) months must have two (2) signed statements from two different local health personnel which can be a combination of the following professional persons: a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor and health officer. If a medical professional certifies that a student has a chronic physical condition unlikely to substantially improve within one (1) year, then the one signed statement is sufficient for services that extend beyond six (6) months. This exception does not apply to students with mental health conditions.

Exemptions of all children under the provisions of subsection (1) (d) of this section must be reviewed annually with the evidence required being updated, except that children with disabilities certified by a medical professional to have a chronic physical condition unlikely to substantially improve within three (3) years may continue to be eligible for home/hospital instruction services, based on the admissions and release committee's (ARC) annual review of documentation to determine if updated evidence is required. Updated documentation of evidence of need for home/hospital services for children with chronic physical conditions shall be provided as requested by the ARC, or at least every three (3) years.

Pursuant to 704 KAR 7:120, the condition of pregnancy is not to be considered a physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

RELEASE OF INFORMATION

I understand that the Home/Hospital Review Committee may request a review of the information provided on these forms by local health personnel. I hereby authorize this committee to have access to pertinent information regarding this request.

Parent/Guardian Signature

Date

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Section II: Medical Professional Statement

This section is to be filled out by the authorized medical or mental health professional.

It shall be determined that a child or youth is to be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by signed professional statement in accordance with KRS 159.030 (2) and 704 KAR 7:120.

Please Note: *Home Instruction (homebound) is short-term instruction provided in a home or other designated site for a student who is temporarily unable to attend school. According to state guidelines, two hours of home instruction each week is the equivalent to one full week of school attendance. Home instruction is not designed to take the place of a more appropriate school placement.*

Name of Student _____

Please check **one** of the following:

Δ The student can attend school without any type of modifications or special provisions. Comments:

Δ The student can attend school only with modifications or special provisions. Describe modifications needed:

Δ **I do not** support home/hospital instruction at this time. Concerns and/or recommendations:

Δ The student is unable to attend school at this time due to health concerns and **I do** support Home/Hospital instruction
If you support home/hospital instruction at this time, please provide the following information:

Diagnosis _____

Prognosis Good Fair Poor

Specific reason (s) why the student is unable to attend school at this time:

How long have you been seeing the patient for the diagnosis listed?

Approximate length of time student will need Home/Hospital Instruction:

Please summarize test and all other data collected that supports the need for Home/Hospital instruction at this time:

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What is the treatment plan for the patient?

What is the expected duration of treatment?

_____ Check here if this student has a chronic physical condition that is unlikely to substantially improve within one year.

What ancillary services are involved in treatment?

List consultants/specialist to whom this student has been referred.

Name	Specialty	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will you be following the patient? Yes No If not, who will?

Name: _____ Phone Number: _____

Address: _____

Anticipated date of student's return to school: _____

What are your recommendations to assist this student in his/her return to school?

Additional Remarks/Comments:

Signature of Licensed Professional Title Date

Please Print or Type Name of Professional:

*An application for mental health reasons may be considered if completed by a licensed psychologist or psychiatrist.

Office Address _____

Phone Number _____

Fax Number _____

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Section III: School District Home/Hospital Review Committee

This section is to be completed by the Home/Hospital Review Committee.

Name of Student _____

Date Application Received: Approved Denied Incomplete

If approved, date services will be from _____ until _____
(Start Date) (End Date)

If eligibility for services is denied, list the reason for denial:

If the application is incomplete, list the type of additional information requested:

Date of Request _____ Person Contacted _____

Signatures of Committee Members:

Director of Pupil Personnel _____
Date

Home/Hospital Services Teacher or Program Director _____
Date

Local Medical or Mental Health Professional _____
Date