

HOMEBOUND INSTRUCTIONAL SERVICES

CHECKLIST

For a student to begin Homebound services, the following paperwork must be completed in full and faxed to Helen Jablan at (303) 447-5142. Please attach this checklist to the front of the application packet with included items checked:

1. ____ **Application for Homebound Instruction** (all appropriate signatures and information, subject areas to be taught, and BVSD standards that apply)
2. ____ **Parent Responsibilities Agreement** (signed and dated)
3. ____ **Special Education Paperwork** (for students who qualify for special education services):
 - a. IEP Process:
 - IEP team must hold Review Staffing to consider Homebound services
 - Attach the following forms:
 - Addendum indicating the need for Homebound Services
 - Related Services page with hours and providers
 - Least Restrictive Environment page
 - b. On Homebound Application:
 - Complete IEP section on the Homebound application
 - Special Education Coordinator must review case and sign application

(See Homebound Handbook, Page 3 for specific instructions)

4. ____ **504 paperwork** (for students who qualify for 504 services):
 - 504 team should meet and consider Homebound services
 - School 504 coordinator should attach the 504 team summary to the application
 - Complete and sign the 504 section of the Homebound application

Person initiating request _____ Title _____ Date _____

(Please keep a copy of the information that you send to the Homebound office.)