



Directions to School Nurses and Counselors Regarding Home/Hospital Process

Instructions:

1. Please provide the Home/Hospital request packet to families.
2. Make sure they understand the parent directions page.
3. Email Stephanie Klumpenhower and cc: Lisa Rodside that you have given a packet out to a family. Please include: **student name, student number, grade, school and presenting issues.**

Tutoring services will be arranged only after all forms are received from the health care provider and eligibility for the service has been established.

Information:

Home/Hospital tutoring is a service provided to students who are medically unable to attend school for a **minimum of 4 weeks and a maximum of 18 weeks** because of a physical disability or illness. The program does not provide tutoring to students caring for an infant or a relative who is ill. **The dates for Home Hospital tutoring cannot be back-dated and there must be a minimum of 4 weeks remaining on the medical orders to begin arranging services.**

Additional Notes:

H/H tutoring *may* be provided for intermittent absences **under the following conditions:**

- Absences lasting one week or more at a time;
- Intermittent absences will total at least four weeks, but;
- No more than a semester during a school year;
- The student is expected to resume regular classroom instruction after the absence;
- All other eligibility criteria for H/H have been met.

If it is foreseeable that a student's illness would require them to be home on an intermittent or long-term basis that does not meet the guidelines for H/H services (e.g. partial days; several days a week; unpredictable days based on student condition or treatment plan; beyond 18 weeks), all documentation received will be forwarded to the 504 coordinator at the student's school.

More information can be found in the [Parent's Guide to Home/Hospital Services](#) brochure.

If you have additional questions, please call Lisa Rodside at 253-841-8700.