

Homebound Instruction Tracking Form

Special Education Students Only

Student: _____ ID#: _____

Case Manager: _____ Originating School: _____

Case manager Email: _____

Date	Event	Owner	Initials
	1. The IEP Team holds a meeting, or obtains Consent to Amend without meeting in order to create a Homebound Instruction IEP.	CST	
	2. The IEP is finalized, and the Case Manager creates a Justification Letter. ____Home Instruction is documented in Statement of Special Education services (location is Home Instruction). ____Duration must equal 10 hours per week.	CST	
	3. The IEP and the ORIGINAL justification letter are sent to Vanessa Hamilton.	CST	
	4. Vanessa completes a Notification of placement form and gives the IEP and form to Jill to sign. Once signed, the documents are given to Vanessa.	Vanessa	
	5. Vanessa makes three copies for: the county office, Central File Room, and Renee Wickersty	Vanessa	
	6. Renee places the child on Homebound Instruction and sends notification of the start of Homebound to Michelle Flack and Heather Cope. Renee forwards a copy of the IEP to Michelle Flack	Renee	
	7. Renee sends an acceptance letter to the parent indicating the timeframes of Homebound Instruction, and sends a copy to the Case manager.	Renee	
	8. Michelle Flack informs Heather Cope of Homebound Instruction and requests a schedule when needed.	Michelle	
	9. Heather schedules the student.	Heather	
	10. Michelle assigns the teacher.	Michelle	
	11. Michelle forwards the Homebound Instruction Tracking Form back to the original Case Manager (either by scanning it or sending it through Board Mail.	Michelle	
	12. Case Manager follows up with the parent to confirm that the Home Instruction has begun.	CST	

This form must be attached to each Homebound Instruction IEP. When the IEP leaves your hands, send a notification email to the next person on the checklist and cc Kristin Patterson-Maas.

Vanessa Hamilton: vhamilton@camden.k12.nj.us

Renee Wickersty: rwickersty@camden.k12.nj.us

Michelle Flack: mflack@camden.k12.nj.us

Heather Cope: hcope@camden.k12.nj.us

Kristin Patterson-Maas: kmaas@camden.k12.nj.us