

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. <input type="checkbox"/> Home Instruction is documented in Statement of Special Education Services (location is Home Instruction.) <input type="checkbox"/> 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 Sally.	Vanessa	
	5. Sally makes three copies for: the county Office, Central File Room, and Renee Wickersty.	Sally	
	6. Renee places the child on Homebound Instruction and sends notification of the start of Homebound to Zoriada Hicks. Renee forwards a copy of the IEP to Zoriada.	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. Zoriada Hicks informs Marie Sheared of Homebound Instruction and requests a schedule when needed.	Zoriada	
	9. Marie schedules the student.	Marie	
	10. Zoriada assigns the teacher.	Zoriada	
	11. Zoriada forwards the Homebound Instruction Tracking Form back to the original Case Manager (either by scanning it or sending it through Board Mail.)	Zoriada	
	12. Case Manager follows up with parent to confirm that 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

Sally Robinson: srobinson@camden.k12.nj.us

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

Zoriada Hicks: zhicks @camden.k12.nj.us

Marie Sheared: msheared@camden.k12.nj.us

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