



Homebound Instruction Department
Special School District of St. Louis County
12110 Clayton Road
Town and Country, MO 63131
314-989-8307 fax# 314-989-8410
Homebound@ssdmo.org

Homebound Instruction Student Application Directions

TO: General and Special Education Staff and Administrators
RE: Homebound Instruction Student Application Directions

The Homebound Student Application process is regularly reviewed for updates and improvements, so all documents are available to you on line. If there are changes to any of the documents, the most current updates will be available to you on our websites, so please destroy any old paperwork or saved electronic files and use the new versions each year.

The forms can be accessed from the SSD public website:

- For SSD and Partner District employees, log on to <http://www.ssdmo.org/homebound.html>
- Then click on the "Homebound Application" icon to open the application document.
- Save the document to your computer, then close the website's copy, and reopen and fill out the one you saved.
- Information about Special Education Homebound Processes can be found on <https://www.ssdlife.org/Homebound>

The Homebound Application packet contains four parts:

Part 1 of 4: Request for Services - REQUIRED for ALL applications

- Sections 1 and 2 are to be completed by school personnel for all applications.
- Section 3 is to be completed for students who have special education services through an I.E.P.
- Section 4 is to be completed by the staff person who is submitting the application.
- Section 5 is only completed if your district requires administrator approval for general education students.

Part 2 of 4: Parent Letter - REQUIRED for ALL applications

- The letter must be printed and given to parents before homebound services begin.

Part 3 of 4: Parent Sign-off Form - REQUIRED for ALL applications

- The Sign-off form must be printed and given to parents.
- Section 7 must be completed and signed by the parent and returned to the homebound department before services begin.

Part 4 of 4: Physician and/or Agency Release and Physician's Authorization - Only required for Medical applications and/or for students involved with Agencies

- Per SSD Board Policy, for students needing homebound services for medical reasons, the Physician's release portion of Section 9, must be completed and signed by parents and returned to the homebound department. The release information must be for the same physician who signs the authorization below.
- The Agency release information in Section 9 must be completed and signed by parents/guardians when contact with agencies is required to offer homebound services.
- Per SSD Board Policy, Section 10 must be completed and signed by a LICENSED PHYSICIAN, returned to the school and then submitted to the homebound department before services for medical reasons can be approved.
- Services for mental health reasons will only be approved for nine weeks. If additional services are needed another authorization from the physician is required to extend.

Additional Helpful documents and information can be located on the website:

- **Homebound Instruction Flyer:** Defines roles and contacts. It can be distributed to parents and staff as needed.
- **Homebound Application Quick Start Card:** Contains additional "at your fingertips" information.
- **HOPE Brochure and Course List:** Describes the "Homebound On-line Personalized Education" option for curriculum.
- **Individual pages of the application:** Allows single pages to be electronically sent and digitally signed.

The completed application must be compiled and submitted by the school and can be:

- E-mailed to SSD Homebound Department at Homebound@ssdmo.org
- Faxed to SSD Homebound Department at 314-989-8410
- Delivered to SSD Homebound Department 12110 Clayton Road Town and Country, MO 63131

Please feel free to contact us if we can be of any assistance or you have questions. We will do our best to help!

Sincerely,

Karen Whelan and Kari Rinkus, Homebound Coordinators

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