

# SSD Homebound Application Quick Start

A completed homebound application packet is required to be submitted to the homebound department for all students who may need homebound services. Contact the Homebound Department at 314-989-8307 for HELP!

## How to Find, Complete, and Submit an Application for SSD Homebound Services

All Homebound Application documents can be found on-line at the location below. Please always use the most updated versions and discard all old copies. Use the guidelines below to determine what pages you need.

For Homebound Application Documents: <http://www.ssdmo.org/homebound.html>

For other Special Education Process Documents: <https://www.ssdlife.org/Homebound>

Application Part	Directives for use:	For who?
Part 1 of 4: Request for Services	<ul style="list-style-type: none"> <li>Sections 1 and 2 are to be completed by school personnel for all applications.</li> <li>Sections 3 is completed for students who have special education services through an I.E.P.</li> <li>Section 4 is completed by the person who is submitting the application.</li> <li>Section 5 is ONLY completed if your district requires administrator approval for general education students.</li> </ul>	Required for ALL Homebound Students
Part 2 of 4: Parent Letter	<ul style="list-style-type: none"> <li>Print the letter and give it to the parent/guardian. Give them a chance to read through it and ask questions.</li> </ul>	Required for ALL Students
Part 3 of 4: Parent Sign-off Form	<ul style="list-style-type: none"> <li>Print the form and give it to the parent/guardian. Ask them to complete and sign Section 7.</li> <li>This form must be returned to the homebound department before services begin.</li> </ul>	Required for ALL Students
Part 4 of 4: Release and Authorization	<ul style="list-style-type: none"> <li>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 parent/guardian and returned to the homebound department. The release information must be for the same physician who signs the authorization below.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	Only required for medical applications or students who are with other agencies

- ◆ Service can be offered either FULL TIME or INTERMITTENT (student attends school most days)
- ◆ All curriculum materials, including books, and assessments must come from the school
- ◆ The school must maintain the student's enrollment and is responsible for granting grades and credits
- ◆ Homebound teachers can administer State and District level tests and assessments
- ◆ Services for students who are out for behavior reasons MUST be offered in a public location (i.e. a library)
- ◆ Students out for mental health only receive 9 weeks and require a new physician's authorization to extend
- ◆ Transportation services are not provided

Application materials should be submitted to:

**Homebound@ssdmo.org**  
**Or faxed to 314-989-8410**

### Additional requirements for students with IEPs below:

- ◆ An IEP or amendment must be completed for change of placement—see SSDLife Homebound site for help
- ◆ Related Services may be offered in homebound but the service providers must make the recommendation
- ◆ Suspended students should be offered access to SERVICES (homebound) on the 11th CUMULATIVE day
- ◆ Compensatory or DUAL services must be approved by an Area Coordinator

Contact us at 314-989-8307 if you have not heard from a homebound teacher within 3 days of submitting application!