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.ssdmox.org/homebound.html](http://www.ssdmox.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](https://www.ssdlife.org/Homebound)

The Homebound Application packet contains five parts:

**Part 1 of 5: Request for Services** - REQUIRED for ALL applications
- Sections 1 and 2 are to be completed by school personnel for all applications.
- Sections 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 5: Parent Letter** - REQUIRED for ALL applications
- The letter must be printed and given to parents before homebound services begin.

**Part 3 of 5: 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 5: 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.

**Part 5 of 5: Medical Extension Request** - Only required for students when medical homebound services need to be extended
- Section 12, the Transition Plan for Returning to School must be completed by the school, so the physician can review the information prior to authorizing an extension of services.
- The form is then provided to the parent to take to the student’s physician to complete Section 13.
- If the physician signing the extension request form is different than the original recommending doctor, the family will need to sign a new release form (Part 4, #9) for the new physician.

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.
- **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@ssdmox.org
- Faxed to SSD Homebound Department at 314-989-8425
- 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,
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Updated 6/1/2019