



## **A. Homebound Instruction**

### **A-1. Background and Definition**

Per A.R.S. §15-901(B)(16) "Homebound" or "hospitalized" means a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident, or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for a period of not less than three school months or a pupil who is capable of profiting from academic instruction but is unable to attend school regularly due to chronic or acute health problems, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for intermittent periods totaling three school months during a school year. Additionally, homebound or hospitalized includes a student who is unable to attend school for a period of less than three months due to a pregnancy if a competent medical doctor, after an examination, certifies that the student is unable to attend regular classes due to risk to the pregnancy or to the student's health. Homebound instruction must be provided a minimum of four (4) hours per week or 240 minutes by teachers with the same certification as the regular classroom teacher. Full-time attendance may be counted for each week in which the student receives at least four (4) hours of instruction.

### **A-2. Homebased, Homeschooled, Homebound**

#### **A-2a. Homebased**

Home Placement (Home-based Instruction) is one of the most restrictive placement options along the continuum of service delivery models available for students with disabilities. The individualized education program (IEP) team determines the student's least restrictive environment (LRE), and reviews and revises the student's IEP as necessary to ensure a free appropriate public education (FAPE) continues to be provided. This placement is not typical and often may be temporary.

#### **A-2b. Homeschooled**

As outlined in A.R.S. §15-802, homeschooled means a non-public school taught primarily by the parent, guardian or other person who has custody of the child or non-public instruction provided in the child's home. Homeschooled students may receive special education and related services under a service plan if eligible. There is no entitlement to special education and related services; however, the student may be provided equitable services through a service plan under a school district's proportionate amount of federal funding on students in this type of parental/private placement (34 CFR §§300.130-300.144).

#### **A-2c. Homebound**

See the above definition for Homebound Instruction.



## **B. Documentation to Maintain**

The medical certification shall state the general medical condition, such as illness, disease, or chronic health condition, which is why the student cannot attend school. Documentation should be filed and maintained with the student records in case of an audit. Annual determination of the student's homebound need is recommended where appropriate and reasonable. The documentation for homebound determination should include the following:

- Student's name
- Estimated time the student will be unable to attend school (either consecutive or intermittent)
- Document must be signed and dated by a "competent medical doctor," not nurses, etc.

## **C. Attendance Tracking**

The homebound need should be recorded in the Student Information System (SIS). The dates should match the medical certification if defined by the medical professional. The instructor should maintain a timekeeping log and include the student's name, when the student received instruction, the amount of time a student received instruction, and what instruction was provided (prep, instruction, SPED services, etc.). The log may be a printed document maintained by the teacher or tracked digitally within the SIS. The log should be used as the audit record for the minutes of attendance reported to AzEDS.

## **D. AzEDS Reports**

### **D-1a. AzEDS Reporting**

A student is designated as homebound in the SIS. This designation allows the school to report minutes of attendance for the student. Minutes of attendance must be reported on the first day the student receives homebound instruction to avoid failing integrity (error code -10140). Minutes of attendance should be reported to AzEDS as logged by the teacher for each day that instruction is provided. Students receiving less than four (4) hours of instruction should not be considered "in attendance" for the week for audit purposes. If the student cannot receive or complete the minimum hours of instruction within a week, then no attendance minutes should be recorded for the week to AzEDS. Additionally, if the student did not receive any instruction for more than 10 days and there has been no contact from the parent or guardian, the student should be considered as having unexcused absences. In this case, the student should be withdrawn with a withdrawal code of a W4.

A student's Homebound designation can be viewed on the following AzEDS reports:

- **STUD72** – Student Membership Information
- **STUD10** – Special Enrollment Information
- **ADM15** – Student Adjusted ADM Report



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**E. Full Time Enrollment (FTE)**

Per A.R.S. §15-901(A)(1)(b) "Full-time student" means (vii) For homebound or hospitalized student receiving at least four (4) hours of instruction per week.

Homebound only exists under the context of a full-time student, not a fractional student; an FTE of 1.00, except for PS or KG, which must be reported as an FTE of 0.50 or an FTE of 0.00. If a preschool student does not meet the minimum 360 minutes per week defined in A.R.S. §15-901, the FTE should be reported as 0.00.

**F. Average Daily Membership**

The ADM15 report indicates when the student's homebound status began by creating a new Regular ADM interval if it begins before the LEA's 100th instructional day. A flag indicating "True" under "HomeboundStudent" appears in Column V within the ADM15 report.

**G. Contact**

If you have any questions about this policy, please get in touch with the School Finance Account Analyst via a [HelpDesk ticket](#).