

HOMEBOUND/VISITING TEACHER PROCESS

Participant & Role	Referral Pathway & Activity
Parent/Guardian/Adult Student	<input type="checkbox"/> Submit written request to building administrator or Director of Pupil Services
Administrator or Director	<input type="checkbox"/> Assign Case-Manager
Case-Manager	<input type="checkbox"/> Schedule meeting, invite participants & assemble documentation <ul style="list-style-type: none"> A. Parent Written Request B. Physician’s Statement C. Attendance Summary D. IEP, Section 504 or At-Risk Plan E. Release of Information F. Educational Plan Template
Team	<input type="checkbox"/> Determine Eligibility for VT/Homebound
<p>Student Eligible for VT/Homebound:</p> <p>Continue to Next Steps Below</p>	<p>Student Not Eligible for VT/ Homebound:</p> <p>Administrator Sends Written Notice To Parent</p>
Case-Manager	<input type="checkbox"/> Complete Educational Plan
Case-Manager	<input type="checkbox"/> Send completed Educational Plan to Building Administrator
Administrator or Director	<input type="checkbox"/> Arrange Provider, Confirm Location & Notify Case-Manager of Start Date
Case-Manager	<input type="checkbox"/> Collect VT/Homebound Program Requirement Notice and Signatures <input type="checkbox"/> Notify Parent of Start Date, Provider, Location of Service <input type="checkbox"/> Meet with Provider to Review Plan
Administrator or Director	<input type="checkbox"/> File documentation, Educational Plan & Program Requirement Form with Counselor or Case-Manager