

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

117-AR-3. HOMEBOUND INSTRUCTION - INDIVIDUAL REPORT

**** PRINT IN BLUE OR BLACK INK ****

Student Being Instructed: _____

Month: _____ Hours of Instruction: _____ Date Report Submitted: _____

Homebound Instructor: _____
(As Name Appears On Social Security Card) (Your Area of Certification)

Social Security Number: _____

Address (House #/Street/City/Zip): _____

Telephone Number: _____

Student Name: _____

Student Address: _____

Telephone Number: _____ Parent/Guardian: _____

Age: _____ Grade: _____ School: _____

Course/Subject Being Tutored: _____

Paid at the hourly professional rate as defined by the collective bargaining rate.
Mileage Reimbursement: Current IRS mileage rate.

You will be given the amount of time that you are to instruct your student. There is a minimum time to meet state requirements and you will be given the maximum time per week as well. Hours per week depend upon how many courses the student is being tutored in.

As a homebound instructor for Penn Manor School District, you are expected to follow the district's policies regarding professional employees.

Please communicate regularly with the homebound student's classroom teacher(s). All assignments should be directly handled between you and the classroom teacher(s). If for any reason you experience difficulties in completing your duties as the homebound instructor, please contact the building principal immediately.

Reports should be submitted to the business office no later than the 5th of the month. The report should be sent to Child Accounting.

Questions regarding payment after submission should be directed to payroll.

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Dates and times of visits for instruction will vary according to each student. This should be very clearly defined between you and the parents/guardians of the student. If for any reason (and there should be little deviating from an established schedule), you are unable to make an appointment or are going to be late --- CALL THE FAMILY AND LET THEM KNOW AS SOON AS POSSIBLE!

List below the dates and actual times of instruction. (Report time in no less than 15 minute increments.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List below a general summary of the subjects and areas covered this month. List contacts between yourself and the student's classroom instructors. (List any concerns you may have also.)

I certify that the above report is true and correct.

Signature of Homebound Instructor

Date

Signature of Superintendent

Date