

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

117-AR-6. HOMEBOUND INSTRUCTION APPLICATION

Penn Manor School District
(Lancaster/Lebanon I.U. #13)
P. O. Box 1001
Millersville, PA 17551-0301

Origination Date: _____

Contact Person: Attendance Officer

Student Information:
(Instruction or Institutionalization)

Start Date: _____

End Date: _____

Student Name: _____

Age: _____

Date of Birth: _____

Grade: _____

School Attending: _____

I.U. #13 Placement Student: Yes or No
(If yes, homebound instruction is to be provided by the resident district)

Date of School or Counselor Notification: _____

Parent/Guardian Information:

Parent(s)/Guardian(s) Name(s): _____

Address: _____

Home Telephone #: _____

Work Telephone #: _____

Reason for Request of Services: _____

Physician Letter Attached: Yes or No

(If not, a letter from the district is mandatory)

Homebound Instructor Information:

Name (Instructor or Institution): _____

Address: _____

Telephone: _____

Certification Level: _____ Area of Certification: _____

Institution Codes: Elem 1290 568 000 10 Individual Codes: Elem 1430 580 000 30

Secondary: 1290 568 000 30 Secondary: 1430 580 000 30

Institution Contact Person: _____ Telephone: _____

Other Information: _____

Contacts Made During Homebound Instruction to Family & Instructor When Student Is Not Institutionalized:

Signature of Superintendent Date

Signature of Director of Student Support Services Date
(When Special Needs Student is Concerned)

Payment Request Date: _____
Sent for Payment: _____
File Closed: _____

Institution Codes: Elem 1290 569 000 10 Individual Codes: Elem 1430 580 000 30

Secondary: 1290 568 000 30 Secondary: 1430 580 000 30