

HOMEBOUND DOCUMENTATION

Please indicate all appointments that are scheduled, even if it is cancelled. If the appointment is cancelled, please put the reason in the space designated for "Comments".

Employee Name (Print): _____

Student: _____

Date of Scheduled Appointment	Time Started	Time Ended	Total Service Time at Appointment	Location	Comments
					Attendance Assignment Weekly Progress P - Student Present C - Complete A - Absent I - Incomplete Unacceptable / unprepared

TOTAL HOURS	
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Employee Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Distribution: Copy to () Homebound Teacher () Counselor () Classroom teacher for grades () Finance SBO

Northumberland County Public Schools Homebound Documentation Form

Homebound Instructor: _____ Phone: _____

E-mail: _____

ASSIGNMENT INFORMATION:

Homebound Student: _____

Base School: _____ Grade Level: _____

Administrative Contact: _____ Phone: _____

E-mail: _____

Hours per week: _____ Dates of Service: _____

Subject:	Teacher of Record / Contact info.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Notes:

Time Sheets need to be turned in before the second Friday of each month to the Financial Clerk at the school board office.