Hospital Homebound - Scheduling & Attendance

Link to this Document: https://bit.ly/HospitalHome
Link to the Student Data Systems website: http://bit.ly/BPSStudentDataSystems

Once the data clerk receives a hospital homebound enrollment form including student courses, minutes and teachers attached, then the courses will be created and added to the students schedule.

- Do not add a course to the students schedule with a TBA teacher. Only when the student starts receiving the services from a teacher is when the course is added to the student schedule.

Secondary Scheduling
- Create Courses
- Update Student Schedule
- Take Attendance

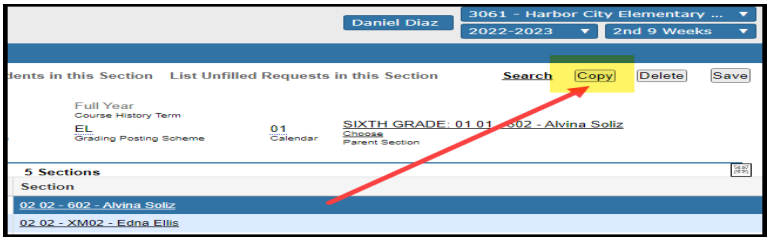
Elementary Scheduling
- Create a Homeroom Section
- Create Sections
- Update Student Schedule
- Take Attendance

Secondary Scheduling

Creating Hospital Homebound Courses

Duplicate an Existing Section

Go to Scheduleling: Courses and Sections
- **Course:** Select course to duplicate.
- **Section:** Select a section to duplicate.
- **Copy:** Click "Copy" on the existing section to duplicate.
- **Select OK**: This will create an exact copy of that course.

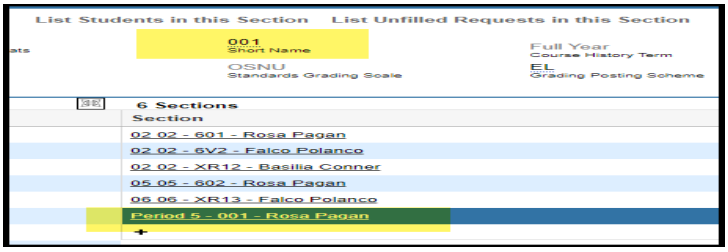




Select the Copied section

- A new copied section with a new short name. 001, 002, 003, etc

Note: The copied section has no students attached to this course.



Change & update Information on the NEW section:
Teacher: Update Name.
Do not Log history of the new teacher to section.

Room: HOME or the equivalent of Home for Hospital homebound.

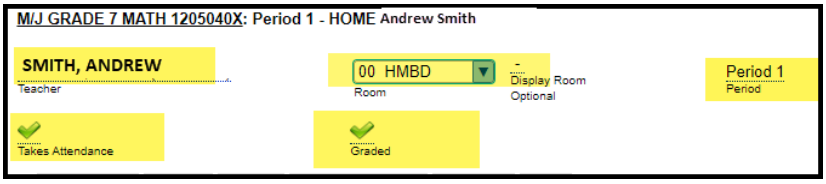
Period: Select 1-7

Attendance: *YES* on all subjects.

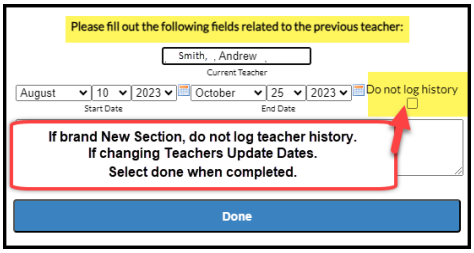
Section: ***HOME*** (you can use this section code for each course)

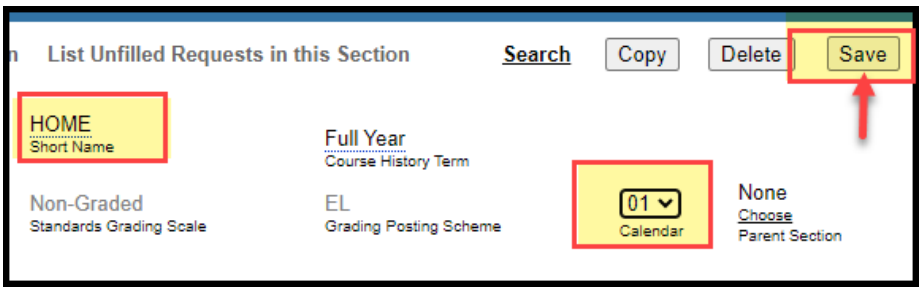
Calendar: 01

Teacher Not in drop down?
**If the teacher is NOT in your drop down, your administrator will need to send in email to the help desk to request that the teacher be added to your school for a Hospital Homebound student.



Teacher Name Update or Change:

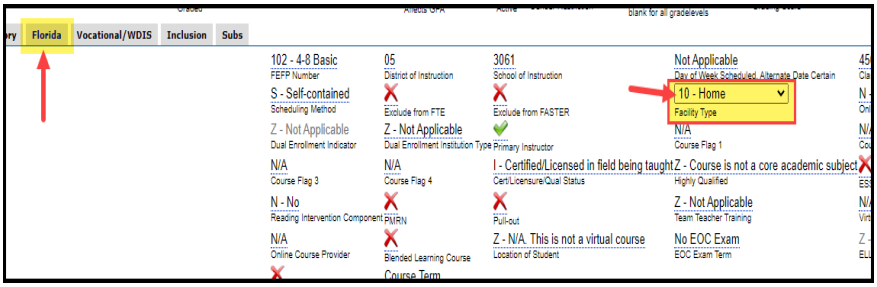




Select :**Florida tab**

Facility Type : Change Facility type to 10 HOME

Click **SAVE**



Update Students Schedule

- Drop any on Campus courses the student will not be attending, with the correct drop date.
- Add home hospital homebound courses to the student schedule with the correct enrollment date.
  - All courses added to a students schedule for HH have an Active Teacher Assigned.
    - Do not add TBA/place holder Courses to a student schedule.
      - Update **Minutes** and **days** on the student schedule

Taking Attendance

Hospital Homebound Attendance can be done months in advance
If a student isn't attending the district office will modify the student's attendance.

Attendance:

Select **Add Absences:**

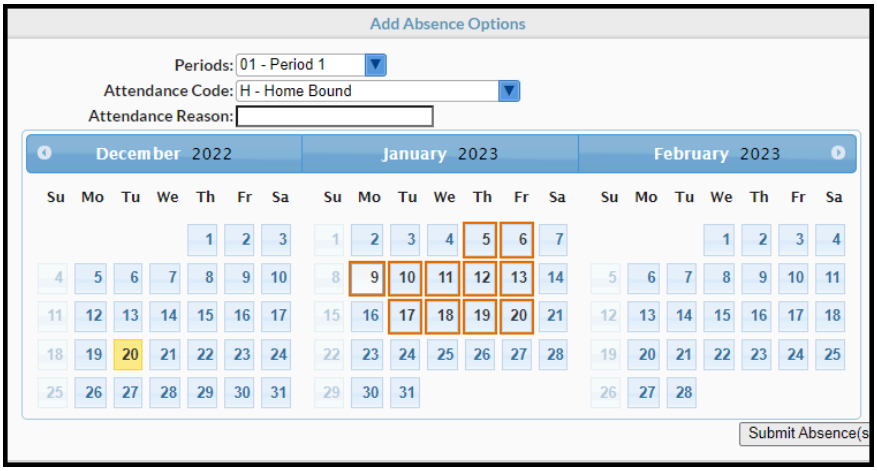
- **Select Student:**

Add Absence Options

- **Select Periods:**

Secondary: Periods 1-7

- **Attendance Code** :
  H -Home Bound
- **Dates:** Select all days the student will be out on Hospital Homebound.
- **Select :** Submit Absences.



NOTE: HH teachers will show on the Teacher completion report for not taking attendance. The HH teachers do not take attendance in FOCUS. When they show up on your Teacher Completion report note: 'hospital homebound teacher" next to their name.

Elementary Scheduling

Elementary Homeroom For Hospital Homebound

NEW: Homeroom must be created

Homeroom Teacher is the teacher/admin responsible for printing the report card.

Do <u>not</u> set up a Homeroom Package for HH. All courses will be added individually.

Additional Reasons to build a Homeroom Section for Hospital homebound.

- Report Cards are attached to the homeroom teacher
- Attendance cannot be entered without a 1st period Homeroom course.
- Teachers will have access to student apps, textbooks, i-Ready etc. those are attached to the homeroom teacher.

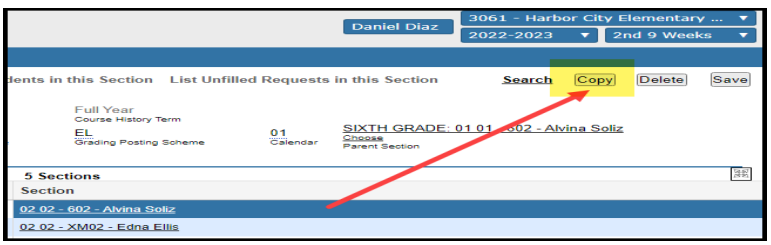
Creating Hospital Homebound Sections

- A new section will need to be created for Hospital Homebound homerooms, academic or therapy courses.
- An existing on campus course can not be used for hospital homebound.

Duplicate an Existing Section

Go to Scheduleling: Courses and Sections

- **Course:** Select course to duplicate.
- **Section:** Select a section to duplicate.



- **Copy:** Click "Copy" on the existing section to duplicate.
- **Select OK**: This will create an exact copy of that course.

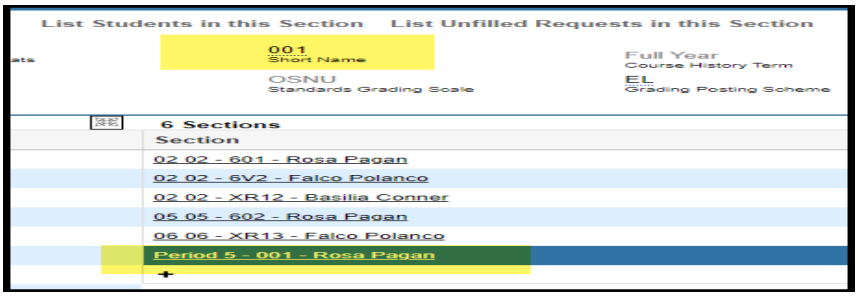
Note: You will use this duplicate section to create your hospital homebound course.



Select the Copied section

- A new copied section with a new short name. 001, 002, 003, etc

Note: The copied section has no students attached to this course.



Change & update Information on the NEW section:
Teacher: Update Name.
Do not Log history of the new teacher to section.

Room: HOME or the equivalent of Home for Hospital homebound.

Period: Select 1-7

Attendance: Yes on Homerooms Only.

Graded:
Yes: Homeroom and Academic courses
No: Therapies & elective courses.

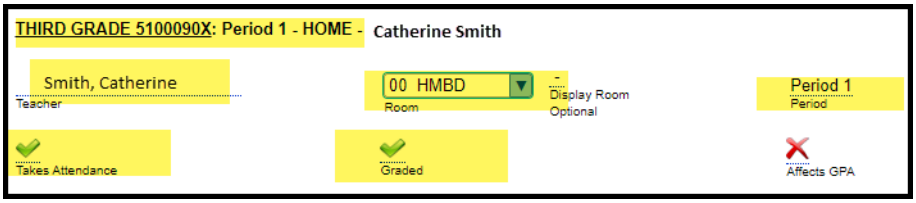
Period 1 - Must be homeroom
Period 2-7 for all other courses**.**

Section: ***HOME*** (you can use this section code for each course)

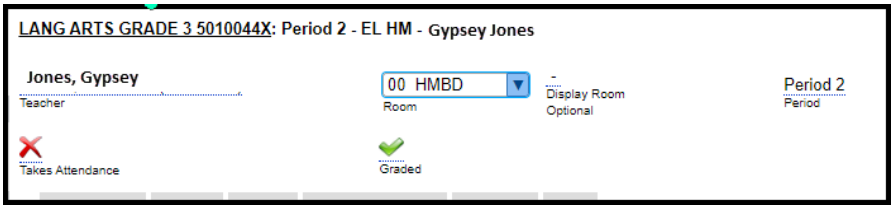
Calendar: 01

Teacher Not in drop down?
**If the teacher is NOT in your drop down, your administrator will need to send in email to the help desk to request that the teacher be added to your school for a Hospital Homebound student.

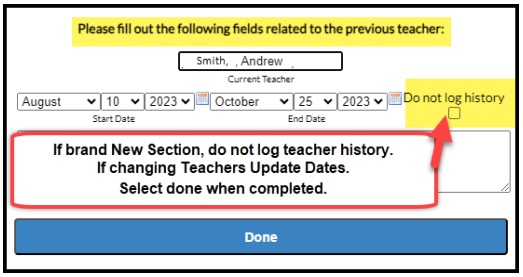
Home Room Sections are YES for Attendance.

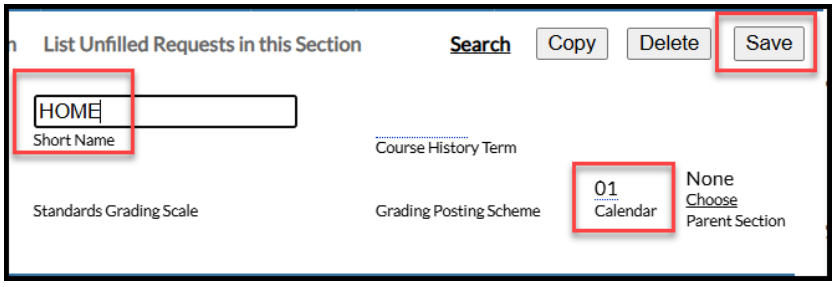


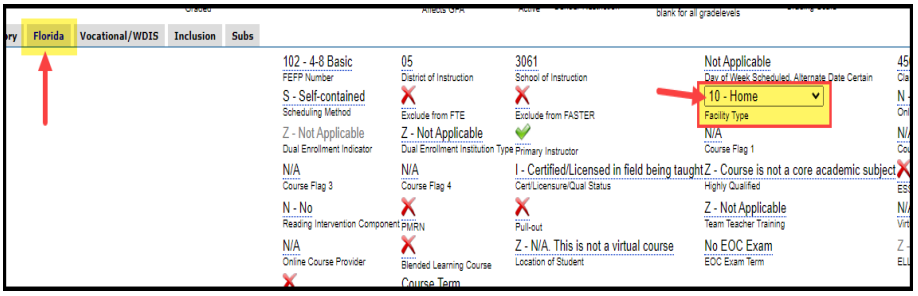
All other classes are NO for Attendance



Teacher Name Update or Change:





Elementary Data Clerk: Reach out to ESE or Scheduling Data Quality Specialist at the district to update the course Facility Type to 10-Home on the Florida tab	

Update Students Schedule

- Drop any on Campus courses the student will not be attending. With the correct drop date.
- Add Hospital homebound courses to the student schedule, update the correct enrollment date when services started.
    - All courses added to a students schedule for HH must have an Active Teacher Assigned.
    - Do not add TBA Courses to a student schedule.
    - Courses should only be added to the student schedule when they are receiving services.
- Update **Minutes** and **days** on the student schedule

Taking Attendance

Hospital Homebound Attendance can be done months in advance
If a student isn't attending the district office will modify the student attendance.

Go to **Add Absences:**

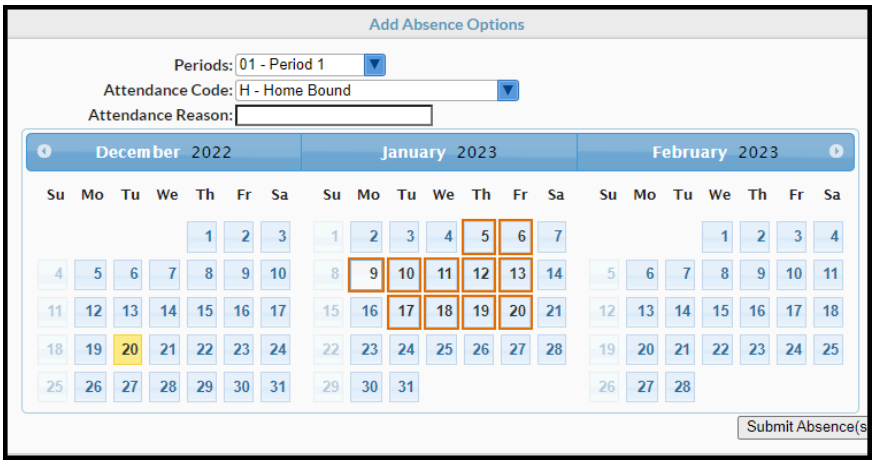
Select Student:

Add Absence Options

- **Select Periods:**

Elementary: Period 1
Attendance Code :
H -Home Bound

- **Dates:** Select all days the student will be out on Hospital Homebound.
- **Select :** Submit Absences.



NOTE: HH teachers will show on the Teacher completion report for not taking attendance. The HH teachers do not take attendance in FOCUS. When they show up on your Teacher Completion report note: 'hospital homebound teacher" next to their name.