

Hamilton County Schools

REQUEST FOR HOMEBOUND/HOSPITAL SERVICES 2025-2026

INSTRUCTIONS



Please return to: Brooke Bridges, Homebound Liaison

Hamilton County Schools
3074 Claude Ramsey Pkwy
Chattanooga, TN 37421

PHONE: 423-498-7074 FAX: 423-498-6692

THIS INFORMATION IS CONFIDENTIAL

SEE ATTACHED GUIDELINES

SECTION I: (MUST BE COMPLETED BY SCHOOL)

STUDENT'S NAME HOME PHONE

STREET ADDRESS CITY ZIP

PARENT/ GUARDIAN WORK PHONE

CELL PHONE EMAIL

BIRTHDATE SEX RACE STUDENT ID SCHOOL ATTENDING

GRADE (please circle) REGULAR ED 504 Plan * EXCEPTIONAL ED COUNSELOR

SECTION II: (MUST BE COMPLETED BY A MEDICAL DOCTOR & FAXED DIRECTLY TO OUR OFFICE)

DETAILED MEDICAL DIAGNOSIS (DELIVERY DATE IF APPLICABLE):

EXACT DATES STUDENT IS EXPECTED OUT OF SCHOOL: FROM: TO:

PROGNOSIS/ADDITIONAL COMMENTS

DOCTOR'S NAME (PLEASE PRINT)

ADDRESS

DATE OF EXAM BY TREATING PHYSICIAN PHONE #

FAX #

DOCTOR'S SIGNATURE & DATE

(FOR OFFICE USE ONLY)

SECTION III: PARENT CONSENT FOR RELEASE (Signature required)

Teacher Assigned: _____

School: _____

Dates Approved: _____

PARENT'S SIGNATURE & DATE

RELEASE OF ASSESSMENT INFORMATION FROM THE DOCTOR

(If student is under 18 parental consent is needed, if 18 or over student must sign)

** If student receives exceptional education services, Homebound Services will be provided by that department.*

HAMILTON COUNTY DEPARTMENT OF EDUCATION

HOMEBOUND EDUCATIONAL ASSISTANCE PROGRAM GUIDELINES

PURPOSE:

The purpose of Homebound Educational Assistance Program is to provide educational assistance to students who are unable to attend school due to a serious health, orthopedic impairment, or pregnancy where the student will be/have been absent for a minimum of ten (10) consecutive school days.

ELIGIBILITY:

Any school-age person enrolled in a Hamilton County School is eligible for Homebound Educational Assistance provided the following conditions are met:

1. The student is expected to/or has been out of school, due to a medical condition, for a minimum of ten (10) consecutive school days.
2. A Homebound Request Form must be obtained from the student's school, in which they are enrolled, and Section I must be completed by the school. Section III must be signed and dated by a parent giving consent for release of information.
3. A licensed medical doctor must fill out Section II of the Homebound Request Form stating the student is unable to attend school because of a medical condition, but will benefit from educational assistance. He/she must give the exact dates student is expected out of school, sign and date the form, then fax **directly** to our office, 423-498-6692.
4. The student has no contagious disease which would endanger the health of the teacher or for which contagious disease precautions (i.e. quarantine) have been taken.
5. If the student is confined to a hospital and the above conditions are met, educational assistance will be provided in the hospital and will be continued when the student returns home, if needed.
6. Pregnant students may be approved for up to six (6) weeks of Homebound Services, the dates of which are to be designated by a medical doctor.
7. If, in the opinion of the medical doctor, a student suffers complications from the pregnancy and is unable to return to class following the expiration of the initial six (6) weeks, the licensed medical doctor may certify the need for up to an additional two (2) weeks of Homebound Services.

PROGRAM:

- Once Homebound Services are approved, a certified and properly endorsed teacher will be assigned to the student and the Homebound Teacher will make initial contact with the student’s family to schedule a Homebound Session.
- The Homebound Teacher will gather assignments from the student’s classroom teacher (s), deliver to the student, provide limited instruction, monitor progress, return all completed assignments back to his/her classroom teacher (s) for grading and administer tests, including TCAP, EOC’s and Finals, if necessary.

RESTRICTIONS (Please initial):

1. _____ The Homebound Teacher is allowed 3 hours a week for educational assistance. This includes, but is not limited to, communicating with student’s teacher (s), gathering assignments, providing limited instruction and travel time. The Homebound Educational Assistance Program is **NOT** intended to be a Homeschool Educational Program, but is a bridge between your student and their school.
2. _____ If a student is having difficulty with an assignment, it is the parent’s responsibility to notify the student’s classroom teacher for further explanation, or seek out additional help, such as a tutor.
3. _____ A parent or legal guardian **MUST** be present during a Homebound session.
4. _____ A parent or legal guardian **MUST** give sufficient notice to the Homebound Teacher if the student is unable to meet for a scheduled session. **HOMEBOUND SERVICES WILL CONCLUDE AFTER TWO (2) CANCELLATIONS OR “NO SHOWS”, UNLESS A SUFFICIENT EXCUSE IS PROVIDED.**
5. _____ Attendance at Homebound sessions will be reported to the Attendance Office at the school where the student is enrolled.
6. _____ A student on Homebound may not be employed.
7. _____ A student on Homebound is not allowed to participate in any school related activities including, but not limited to, sports, sporting events, extra-curricular activities, award assemblies, Homecoming, Prom, etc.
8. _____ If a student needs an extension beyond the documented conclusion of their Homebound Services, the same procedure, as stated above, must be followed **BEFORE THE STUDENT IS EXPECTED TO RETURN TO SCHOOL.** An updated Homebound Request Form must be filled out and signed by the student’s school, parent, and medical doctor, then faxed back to our office, 423-498-6692.
9. If a student is released by their medical doctor prior to the conclusion of their homebound services, a “return to school” note must be forwarded to the school for verification and documentation.
10. _____ Your student’s Homebound Services are approved from
 _____ to _____.

Parent Signature and Date