



Independent School District 194  
Lakeville, MN 55044

To: Principals, Office Managers, Deans and Deans Assistants

From: Renae Ouillette, Student Services, District Office

Re: Homebound Instructions for Administrators

Listed are the **required forms necessary** before a student can be put on Homebound status (as defined by the Minnesota Department of Education (MDE)) and MDE reimbursable tutoring can begin. **Schools will be responsible for funding tutor expenses that exceed MDE reimbursements.** Please follow these steps to ensure MDE reimbursement:

1. The Principal or Dean must fill out and submit the **Request for Homebound Instruction** form. The form **must include** Tutoring Start Date and Return to School Date and the signature of the Principal/Dean is required.
2. Submit the **Physician's Documentation** form. Students who do not have medical certification (Physicians Documentation) that they are Homebound will not be covered by the Homebound rule. The Physicians Documentation **must include** a Start Date, Recommended Return to School Date, Physician's signature and date of signature.

**Send both the Request for Homebound Instruction and the Physicians Documentation forms together to Mary Moody at the District Office.**

### **3. VERY IMPORTANT FOR MDE REIMBURSEMENT!**

- Homebound Tutors need to be **appropriately licensed through the MDE** and should be hired and ready to tutor the first day the student is placed on Homebound status. **Please note that the official start date of a student's Homebound status is the first date that they have begun being tutored.**
- A new enrollment is made indicating the Homebound status and the first date of tutoring, and that is the first date the student can be marked in the student system attendance as Homebound.
- MDE reimburses one hour of Homebound Instruction per student membership day missed, from the start date of the student's Homebound status until their return to school (non-student days like vacation days are NOT to be included as membership days).

- MDE reimbursement ceases when the student returns to class for ANY amount of time or when the school year ends. Homebound instruction may be provided only during the period students are absent from regular classes. Once students return to attend the normal classroom or the school year ends, no further missed Membership Days may be made up and claimed through homebound instruction. **If a student is still absent after the Recommended Return to School Date, a new Physician's Documentation form will need to be submitted with a new return date.**
  - Tutors need to make sure that from the beginning of a student's Homebound status to the end of the student's Homebound status that they do not exceed the allowed tutor hours for MDE reimbursement. **Any overages will be paid by the Building and coded with the Building Budget Code that the overage monies will be deducted from – the Building Principal's signature is required.**
4. Tutors will enter their time using the District payroll **MyView** system. Tutors should contact the District payroll department to inquire about account set up and procedures. Tutoring time cannot start until 15 minutes after the Tutors regularly scheduled school/work day. Recording time on MyView and submitting Expense Reports (for mileage reimbursement) should be completed by each payroll Cut-Off date.
  5. Mileage Reimbursement forms **must have the signature of Employee and the Principal/Dean**. Mileage reimbursement is for round trip mileage from the tutored student's school to their home and back.

**Send Mileage Reimbursement forms to Mary Moody at the District Office for processing.** Paperwork received that is improperly filled out or without all the required signatures will be sent back to the Principal/Supervisor.