



Independent School District 194
Lakeville, MN 55044

From: Renae Ouillette, Student Services, District Office

Re: Homebound Instructions for Tutors

The Lakeville Area Public Schools are required to provide an education to all students, including students recovering from medical or health-related impairments. You have been recommended as a licensed teacher who may have an interest in providing instruction to homebound students.

The salary for homebound instruction is \$35.00 per hour plus roundtrip mileage from the student's school to their home (check mileage rate on current mileage form).

Important: The Minnesota Department of Education (MDE) reimburses one hour of Homebound Instruction per membership day missed from the start date of a student's 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**) until their return to school (non-student days like vacation days are NOT to be included as membership days). **Once students return to attend the normal classroom for ANY amount of time, or the school year ends, no further missed Membership days may be made up and claimed through homebound instruction** The times may vary for each session depending on the tutor's schedule, the parent's schedule, and the student's stamina. The schedule will need to be negotiated between the tutor and the family.

Tutors must make sure that tutoring hours from the beginning of a student's Homebound status to the end of the student's Homebound status do not exceed the MDE reimbursable tutoring hours. Any excess tutoring reimbursement will be paid from the building budget. Meeting with other teachers and prep time are not eligible for reimbursement.

Tutors will enter their time using the District payroll MyView system. Contact the District payroll department to inquire about account set up and procedures. **Under comments, please enter Homebound Student's name for each and every time entry.** Tutoring time cannot start until 15 minutes after the Tutor's regularly scheduled school/work day. Recording time on MyView and submitting Expense Reports (for mileage reimbursement) should be completed as promptly as possible by each payroll Cut-Off date.

Employee Mileage and Expense Report: Fill in the information at the top of the report and include the Homebound students name; Dates for mileage reimbursement must match the dates listed on MyView as having provided tutoring services; Location Visited - the tutored students home address; Miles - roundtrip mileage from the student's school to their home; Tutors Signature; Submit the Employee Mileage and Expense Report to the building Principal/Dean for initials. The Principal/Dean will send the paperwork to Mary Moody at the District Office for processing. **The Expense Report should be submitted by the payroll Cut-Off Dates.**