

HOMEBOUND/HOSPITAL INSTRUCTION

STEPHENS CENTER 1020 GLEN ROCK AVENUE, WAUKEGAN ILLINOIS 60085 847.360.5356 (PHONE) 847.360.5373 (FAX)

Dear Parent/Guardian,

Your student is eligible to receive Homebound Tutoring Services during a medical leave of absence from school. Tutoring services can begin when all necessary paperwork is completed and returned to the home school, and the home school is notified of a start date.

As agreed to on the Parent Consent Form, please be aware of the following:

- Your child is entitled to *one full hour (60 minutes) of instructional tutoring each day* that the home school is in session. The tutors are expected to spend 60 minutes daily working on assignments with the student.
- An adult must be present in the home when tutoring takes place; most often, this is a parent or guardian. The parent/guardian is to sign off on the student's attendance sheet each day the tutor has completed one hour of direct instruction.
- If your child misses three (3) consecutive days, or five (5) days total, tutoring services will be discontinued. Prearranged absences (i.e. doctor's appointments or illness) will not be counted. Please keep your tutor informed.
- Your child may return to school *only after* a physician completes a Medical Clearance Form and that form is returned to the home school.

If you have any questions or concerns regarding your child's participation in Homebound Tutoring, please feel free to call me directly at the number listed above.

Sincerely,

Julie Pasqua
Homebound/Hospital Instruction Coordinator