

MEMORANDUM

Date: September 5, 2006

To: All Building Administrators and Disciplinarians

From: Barbara J. Tucker, Lead Supervisor
Department of Special Services

Subject: Home Instruction Procedure

Effective immediately, building administrators are not to place any student with special needs (other than those placed because of medical reasons) on home instruction without the superintendent's or designee's approval.

When it has been determined that a student will be placed on home instruction, the building administrator or designee will complete the "Request for Home Instruction" form, ensuring that the approval date for this action has been entered on the form. The form is then to be forwarded to Sandy Lindsay, Supervisor of Nursing, in the Department of Special Services. No home instruction will be scheduled without an approval date.

Any building administrator who does not comply with this procedure will be required to meet with the superintendent to explain why they did not comply with this procedure.

c: Dr. Paula E. Howard, Superintendent
Sandy Lindsay, Supervisor of Nursing
Guidance Counselors