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4.206 Exhibit A  
Revised January 2017

# Greene County Schools

Mr. David McLain, Director of Schools  
Dr. Bill Ripley, Assistant Director  
Mr. George Frye, Assistant Director  
910 West Summer Street  
Greeneville, TN 37743

**(Note: To be signed by parent/guardian and returned with homebound packet to the Homebound Instruction Program Coordinator at Greene County Schools Central Office or faxed to (423) 639-1615.)**

To: Parent/Guardian  
From: Homebound Instruction Program Coordinator  
Re: Homebound Instruction Program

Thank you for assisting the Greene County School System in identifying students in need of homebound instructional services. Please take time to thoroughly read the few valuable pointers listed below that have proven to be beneficial in providing for a smooth transition from regular school to homebound status.

1. The homebound instruction program is a service which fills an important gap when a student is unable to attend school for any period of time extending beyond two weeks. It is very important to note that the homebound instruction program service is **not** a tutorial service or an opportunity for students who are simply behind in school to catch up due to excessive absences.
2. Homebound instruction program services are the **most** restrictive services a student can receive. Often there are other options available such as modified attendance. If a child is feeling well but unable to attend regular classes due to special considerations which are needed (i.e., a student in a cast or multiple casts), modified attendance is an option.
3. The homebound instruction program is a service provided to students due to an illness/injury which totally prohibits school attendance, even on a modified schedule, or partial day for two (2) weeks or more.
4. **Only a practicing psychiatrist or a joint physician/mental health provider that is duly licensed to make mental health diagnosis as defined in DSM-TR should certify a student with a psychological or emotional disability as requiring homebound instruction program services.**
5. Please make sure that **all** components of the homebound instruction program forms are completely filled out. If items are missing, homebound instruction services will be delayed.
6. An Individual Education Program (IEP) team meeting must be convened for any special education student being considered for homebound instruction program services.

*In the best interest of the child, Greene County Schools reserves the right to require a second medical opinion.*

7. The parent should request a meeting at the student's home school to discuss the homebound instruction program options and services. The meeting will be scheduled by the home school and should include classroom teacher, homebound teacher, parent, student if able to attend, and administrator. If the student qualifies for homebound instruction program services, all necessary forms will be given to the parent at the conclusion of the meeting.
8. If any questions or concerns arise, please contact the Homebound Instruction Program Coordinator at (423) 639-4194.

I have read the information contained on this publication.

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Parent/Guardian Signature

Date

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Parent/Guardian Name (Print)