HOMEBOUND INSTRUCTION TIME SHEET
DILLON DISTRICT NUMBER FOUR

(TO BE COMPLETED BY THE HOMEBOUND TEACHER AS A RECORD OF CONTACT TIME)

Directions:
A certified teacher that provides instruction to a student receiving homebound services is required to complete a monthly time sheet. Time sheets should be completed for **ONE MONTH** at the time. Each time the teacher instructs a homebound student he/she is to fill out the date, time of instruction, and time taught. The parent should initial each day the teacher provides instruction. When that month of instruction is complete the teacher should have the student's parent sign and date the form. The teacher then certifies the information is correct by signing his/her name and dating the form. When the parent has signed the form and the teacher has certified accuracy of the time sheet, the completed form should be returned to the homebound contact at the student's school. The principal or principal's designee should then sign the form insuring that he/she agrees with the reported information. Once all signatures, dates, and times are noted, forms should be forwarded to the **Office of Student Services** for processing.

Time sheets should be sent to the Office of Student Services by the first day of each month.
Attn: Jayne C. Lee, Director of Assessment and Instructional Support

TEACHER _____ STUDENT _____

SCHOOL _____

SUBJECTS TAUGHT _____

DATE INSTRUCTION STARTED _____ LAST DATE OF INSTRUCTION _____

Date	Time From	Time To	Time Taught	Parent's Initials

My child has received the instruction as indicated on the above time sheet.

_____
Parent's Signature Date

_____
Parent's Street Address/City

_____
Parent's Phone Number

I certify that the above time sheet is accurate.

_____
Teacher's Signature Date

Approved by:

_____
Principal's or Designee's Signature Date

_____
District Director's Signature Date

(Do Not Write Below This Line)

Total Hours for the Month: _____ Total Amount to be Paid: _____ Revised: July 28, 2015