



Homebound-Hospital Education Center

475 Corporate Square Drive, Winston-Salem, North Carolina 27101

Phone: (336) 727-2083 Fax (336) 661-3079 LEA 340394

HOMEBOUND REFERRAL PROCEDURES CHECKLIST

PLEASE READ CAREFULLY:

Homebound forms for the current school year have been revised. **Use only forms in Homebound Referral Packages for the current year. These forms can be found on the EC Canvas Site..**

In an effort to assist in putting together complete Homebound Referral Packages, you will find checklists of needed data for specific referral packages listed below. **Please use the appropriate checklist to guide you.**

Please attach this checklist to the completed Homebound Referral Package and fax the package to the Homebound- Hospital Education Center (336.727.2788) or hand deliver to the center located at 2020 East 12th. Street.

Please be aware that a homebound teacher cannot be assigned to a student until all parts of the Referral Package are present. With a complete package, the assignment of a homebound teacher normally takes place within twenty-four hours. An email will confirm each homebound placement. DO NOT HESITATE to email or phone with your questions or comments.



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**Referral Package for EC Student with Physician's Referral or
Mental Health Referral by Psychiatrist**

	1. Completed School of Record Homebound Referral Form with Administrator's signature
	2. Completed Parent Authorizations for Homebound Services form with parent's signature and identification of chaperone, relationship and phone number
	3. Completed Physician's Referral by a Physician or Mental Health Referral by Psychiatrist
	4. From PowerSchool <ul style="list-style-type: none"> a. Copy of NC Standardized Student Transcript b. Copy of Attendance Summary c. Copy of Student Time Table (Schedule) d. Copy of Incident/ Discipline/ Suspension Notes e. Copy of Current Report Card
	5. Completed Social Worker's Report Completed by home school's social worker (only for psych referrals)
	6. IEP: Placement into Homebound- IEP team must meet and review medical information provided by physician and consider and address needed components of the IEP. The amended IEP is what is sent as part of the homebound referral packet.



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**Referral Package for EC Student with Physician's Referral
for Student with OB/GYN Referral**

	1. Completed School of Record Homebound Referral Form with Administrator's signature
	2. Completed Parent Authorizations for Homebound Services form with parent's signature and identification of chaperone, relationship and phone number
	3. Completed Physician's Referral by a Physician with OB/GYN Diagnosis
	4. From PowerSchool <ul style="list-style-type: none"> a. Copy of NC Standardized Student Transcript b. Copy of Attendance Summary c. Copy of Student Time Table (Schedule) d. Copy of Incident/ Discipline/ Suspension Notes e. Copy of Current Report Card
	5. Completed Social Worker's Report Completed by Teen Parenting Social Worker
	6. IEP: Placement into Homebound- IEP team must meet and review medical information provided by physician and consider and address needed components of the IEP. The amended IEP is what is sent as part of the homebound referral packet.



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Referral Package for EC Student with an Authorized Out of School Placement

	1. Completed School of Record Homebound Referral Form with Administrator's signature
	2. Completed Parent Authorizations for Homebound Services form with parent's signature and identification of chaperone, relationship and phone number
	3. Suspension letters, disciplinary hearing letters and letters from Assistant Superintendent placing student out of school due to results of disciplinary actions
	4. From PowerSchool <ul style="list-style-type: none"> a. Copy of NC Standardized Student Transcript b. Copy of Attendance Summary c. Copy of Student Time Table (Schedule) d. Copy of Incident/ Discipline/ Suspension Notes e. Copy of Current Report Card
	5. Completed Social Worker's Report form by home school Social Worker (Home Visit)
	6. IEP: Placement into Homebound- IEP team must meet and review medical information provided by physician and consider and address needed components of the IEP. The amended IEP is what is sent as part of the homebound referral packet.