**Students/Parents/Guardians**

* Complete the request for homebound services form and submit to the student’s school
* A responsible adult needs to be available in the home when the homebound teacher arrives to provide instruction
* Provide adequate facilities for teaching (quiet room without interruption, with a table, chairs and appropriate supplies)
* Have the student ready for instruction at the time designated by the homebound teacher
* Notify the homebound teacher, prior to the scheduled visit, if there is a contagious illness in the home, if there is an emergency, or if the student cannot be available for homebound services
* When instruction occurs outside the home, ensure the student keeps all appointments with the homebound teacher as scheduled. Broken appointments can result in termination of homebound services.
* Make every effort to see that the student keeps up with assigned work and completes homework
* Advise the homebound teacher of any changes in the student’s status
* Notify the Student Services office of excessively missed appointments or tardiness by the homebound teacher
* Students receiving homebound instruction may not work or participate in extra-curricular activities, non-academic activities (such as field trips, dances, or sporting events), or community activities