PA-5D Sep 2024

**Homebound or Hospitalized Pupils**

District: Count Date:

Building/Program:

List all pupils receiving homebound/hospitalized instructional services during the count period who were claimed in membership. ***NOTE: If a homebound/hospitalized pupil returns to school within 30 calendar days of count day, ensure the pupil is reported on your count day absence report with return date and do not include on this form.***

To claim 1.00 FTE:

1. Medical statement must be signed by a physician (M.D./D.O.) or physician’s assistant (P.A.) and state the pupil is medically unable to attend school for 5 consecutive school days or more.
2. A MI-certificated teacher must have provided a minimum of two 45-minute periods of 1:1 instruction per week for **general education1 pupils**, or a minimum of two non-consecutive 60-minute periods of 1:1 instruction per week for **special education2 pupils**.
3. Service logs must list the student’s name, the dates and duration of the instructional services provided, and be signed by homebound/hospitalized certificated teacher. Note: a service week runs Sunday – Saturday and service logs should reflect student instruction only (no teacher prep., planning, or travel time may count).

***1General Education Pupils*** *must receive at least 90 minutes of weekly service, but sessions may be split into fewer than 45-minutes if student is unable to tolerate a 45-minute session (e.g., 15-minute sessions x 6 times a week = 90 minutes). For a GE pupil, if the homebound teacher is unable to provide at least 90 minutes of homebound instruction each week of the count period, FTE may be pro-rated based on the weekly services actually provided during the count period.*

***2Special Education Pupils*** *must receive at least 120 minutes of weekly service, but sessions may be split into fewer than 60 minutes if student is unable to tolerate a 60-minute session (e.g., 30-minute sessions x 4 times a week = 120 minutes). Pro-rated FTE for SE pupils is not allowed for pupils who receive less than the 120 minutes of homebound instruction each week of the count period. However, a “deviation” may be requested from the MDE-Office of Special Education if the district can show the missed services were made up and were not initially provided due to a reason outside the district’s control. For more information on requesting a “deviation” for a SE homebound pupil, email:* [*mde-ose@michigan.gov*](mailto:mde-ose@michigan.gove)*.*

**Attach the following required documentation:**

* **Pupil’s Signed Medical Statement (M.D., D.O., P.A., or N.P.)**
* **Pupil’s Signed Homebound Service Logs**

| Name | Grade | FTE Claimed | Indicate  GE or SE Pupil | “X” to indicate Medical Statement is Attached | “X” to indicate Homebound Teacher Contact Log is Attached |
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