

General Education Homebound Meeting Checklist – Sample

- Parents invited to the meeting
- Sent home invitation to the meeting with Notice of Procedural Safeguards
- Evaluation data is assembled, and ready to present – Review and be familiar with Student Attendance and Accounting Handbook 3.7 [General Education Homebound Program](#)
- Invite all appropriate participants, including student
 - GEH Policy requires that the committee include campus administrator, teacher, parent (While the school nurse is not a required participant, according to the Student Attendance and Accounting Handbook, they are valuable members of the committee and should be invited as a best practice to assist in understanding evaluation data.
 - Obtain parental consent to invite or obtain information from any outside service providers.
- Signed invitation and receipt of Procedural Safeguards returned and filed documenting parent intent to attend, not attend, or need to reschedule
- Prepare the room ahead of time for the meeting
 - Technology
 - Chairs
- Participants introduced
 - Parents in attendance?
 - Student in attendance?
- Explanation of eligibility requirements
 - Physical or mental impairment
 - Major life activity
- Discussion of student strengths
- Discussion of student challenge areas
- Review and document the evaluation of data regarding the student’s physical or mental impairment – Must include notification from a licensed physician of the need for homebound for a minimum of 4 weeks;
- Review and document identification of major life activities substantially limited
- Document committee discussion regarding the need for special education and related services
 - Initiate special education referral?
 - Explanation to parents that Section 504/multi-tiered systems of support (MTSS) may not be used to delay or deny a referral for special education
- Document committee deliberations regarding the LRE and FAPE for the student
- Create the GEH plan including location (home or hospital), amount of time per week, and type of instruction to be provided. Provide start and completion dates.
- Plan to reconvene to plan for the student’s transition back to school.
- Complete any LEA developed forms.
- Document discussion of how the plan will meet the core instruction requirement and include all other courses the student is enrolled in, if possible.
- Identify person responsible for collecting the homebound teacher’s instruction log and any additional LEA required documentation– following requirements of Student Attendance and Accounting Handbook 3.7.2.1 GEH Committee Documentation Responsibilities
- Review minutes
- Obtain participant signatures
- Copies to parents – make sure to obtain signed receipt of Procedural Safeguards and Parent and Student Rights if not returned with invitation.
- Follow LEA policy for coordinating with homebound instruction

