

HOMEBOUND TIME SHEET
WEEKLY REPORT OF HOMEBOUND INSTRUCTION

20__ - 20__

Record instructional date and teaching hours in the appropriate space provided. The parent or legal guardian must initial each instructional session and sign the verification of instruction prior to submission to the appropriate district official.

STUDENT INFORMATION:

NAME _____
Last First MI

DATE ENTERED ON HOMEBOUND: ___/___/___

DATE REMOVED FROM HOMEBOUND: ___/___/___

SCHOOL ATTENDING: _____ GRADE _____

| <u>DATE WORKED</u> | <u>TIME/IN</u> <u>TIME/OUT</u> | <u>INSTRUCTIONAL</u> <u>HOURS</u> | <u>PARENT/</u> <u>GUARDIAN INITIAL</u> |
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|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Month: _____ No. of Instruction Hours _____ x \$ _____ = _____

TOTAL INSTRUCTION HOURS _____ TOTAL COST \$ _____

HOMEBOUND TEACHER'S NAME: _____

HOMEBOUND TEACHER'S SIGNATURE: _____

INSTRUCTION VERIFICATION SIGNATURE _____
(Parent/Guardian)

PRINCIPAL'S SIGNATURE _____

Homebound time sheets are due in the payroll office no later than the 1st and 16th of each month. These forms must be turned in no later than 30 days after the end of the previous month, or the employee may forfeit payment for services.