FREE DISTRICT TOOLKIT

Homebound & Hospital Instruction: The District Referral Checklist

From the first doctor's note to the first lesson, and back to class. Use it for every homebound, hospital or facility placement so no student waits and nothing falls through the cracks.

1 When the request arrives

DAY 0 TO 1

- [ ] Written request from the parent or guardian is on file
- [ ] Provider certification states the reason and the expected length of absence
- [ ] Request is checked against your written state and district criteria
- [ ] One named district contact for the family, teacher and provider
- [ ] Family told what happens next, and when

2 Before the first lesson

IDEALLY WITHIN THE FIRST WEEK

- [ ] IEP or 504 team meets to review services, accommodations and any transition services
- [ ] Hours, subjects and credit-bearing courses agreed
- [ ] Coursework gathered from classroom teachers, or curriculum provided if none is in place
- [ ] Setting confirmed: home, hospital, facility or live virtual
- [ ] Schedule built around the student's treatment
- [ ] A review date set to continue, change or end the placement

3 While instruction runs

EVERY WEEK

- [ ] Session notes after every lesson
- [ ] Attendance recorded, and missed sessions logged with the reason
- [ ] Progress on IEP goals reported regularly
- [ ] Communication with the family logged
- [ ] Any teacher change handled with a written handoff note

4 Planning the return

TWO TO THREE WEEKS BEFORE RE-ENTRY

- [ ] Return date confirmed and a re-entry meeting scheduled
- [ ] Grades, completed work and credit progress sent to classroom teachers
- [ ] Accommodations for the return reviewed, including a part-time start if needed
- [ ] If services were missed, the IEP team considers compensatory services

8 questions to ask a homebound instruction provider

How fast can you place a teacher?
Ask for typical and longest placement times.

Who will teach?
Certified K-12 teachers? Special education teachers when the IEP calls for them?

How are educators screened?
Background checks, fingerprinting and references.

Will lessons follow the IEP?
Goals, accommodations and services, plus 504 plans.

What documentation do we get?
Session notes, progress reports, attendance and communication logs.

Where can you teach?
Home, hospital, treatment facility and live virtual.

Can you cover every course?
Core subjects, Honors and AP, electives, world languages, test prep.

How is privacy protected?
FERPA and HIPAA practices, and one point of contact.

How Einstein Tutoring works with districts

01 You refer a student.

02 We assign a certified teacher.

03 You get weekly progress reports.

- ✓ Most placements in under 5 days, often within 3
- ✓ K-12, special education and Wilson-certified teachers
- ✓ A dedicated district liaison
- ✓ Curriculum provided when none is in place
- ✓ 100+ district partners
- ✓ Session notes after every lesson
- ✓ Home, facility and live one-on-one virtual
- ✓ Year-round, including summer · FERPA and HIPAA

Have a student who needs instruction this week?

Refer a student or request a district quote
einsteintutoring1on1.com/contact-us
partnerships@et1on1.com

Tip: Keep a one-page summary of your own state and district homebound rules where every case manager can find it. Rules vary by state and district, and this checklist is general guidance, not legal advice.

You focus on the students in your classrooms. We'll take care of the ones who can't be there.