



Homebound Attendance Log

Employee Full Name:
Employee ID:
Week Worked:

Student Full Name:	
TISD Student ID:	Grade Level of Student:
TISD Campus of Enrollment:	Homebound Program: <input type="checkbox"/> Gen Ed <input type="checkbox"/> SPED <input type="checkbox"/> PRS

Date Of Service	Start Time	End Time	Total Instructional Hours	Parent/Guardian Signature

SAAH 3.7.3 GEH Funding Chart	
Amount of Timer Served per Week	Eligible Days Present Earned per Week
1 Hour Served with TISD Teacher	1-Day Present for ADA
2 Hours Served with TISD Teacher	2-Days Present for ADA
3 Hours Served with TISD Teacher	3-Days Present for ADA
4 Hours Served with TISD Teacher	4-Days Present for ADA (if LEA is a 4-day Week) 5-Days Present for ADA (if LEA is a 5-day Week)
More than 4 Hours Served with TISD Teacher	4-Days Present for ADA (if LEA is a 4-day Week) 5-Days Present for ADA (if LEA is a 5-day Week)

SAAH 9.12.2 SPED, PRS, and Earning Eligible Days Present		
Amount of Time Served per Week (SPED and PRS Combined) (Week Is Sunday Through Saturday)		SPED and PRS Eligible Days Present Earned per Week
SPED HB	PRS HB	
1 hour	1 hour	1-day present SPED and PRS
2 hours	2 hours	2-days present SPED and PRS
3 hours	2 hours	3-days present SPED and PRS
4 hours	2 hours	4 days present SPED and PRS (if the week is a 4-day week) 5 days present SPED and PRS (if the week is a 5-day week)
More Than 4 hours	2 hours	4 days present SPED and PRS (if the week is a 4-day week) 5 days present SPED and PRS (if the week is a 5-day week)

- Example A:** If the student is served four or more hours during a week, the student is recorded as present every day that week.
- Example B:** If the student is served two hours a week, the student is recorded as present for two days and absent for three days of that week.
- Example C:** If the student does not receive any service during a week, absences must be recorded every day of that week, resulting in zero eligible days present.

Rules from the Student Attendance Accounting Handbook:
 The minimum documentation required in a homebound log (the attendance record maintained by a homebound teacher or provider of related services) is the following: The name of the homebound teacher or related service provider; the student's name and Texas Unique ID; the date that the homebound teacher or related service provider visited the homebound student; the specific period that the student was served (for example, 10:00 a.m. until noon).

Homebound Teacher Instructions: At the end of the week, certified staff must inform the PEIMS Dept. of the amount of time the student received services from the certified teacher and the number of absences that should be recorded in the attendance accounting system. This log should be emailed to the Student Services and PEIMS Dept. each week. A copy of the signed original must be interofficed to the Student Services Dept at the end of each week reporting period.

General Ed Homebound: At the end of each week reporting period, the signed original must be sent to the Student Support and PEIMS Dept. for audit purposes.

Special Ed Homebound: At the end of each week reporting period, the signed original must be sent to and retained by the Student Support and PEIMS Dept for audit purposes.

Enter only ONE week of data per sheet.
 The form must be signed by the Homebound Teacher and Parent/Guardian of the student and submitted to the Special Services Department each week.

 Teacher Signature

 Date

 Student Services Signature

 Date