



APPLICATION FOR HOME INSTRUCTION

Form 554A
September 2019

CRITERIA: Home Instruction provides 3-5 hours (3 for Elementary, 3-5 for Secondary) per week of direct academic instruction by certified teachers for students meeting the following:

- Unable to attend school for medical reasons for a period of 15 days or more
- The medical condition does not preclude receiving Home Instruction
- Medical condition does not present a risk to the visiting teacher

TO BE COMPLETED BY THE SCHOOL:

Student Name: <i>(Last Name, First Name)</i>	D.O.B.: <i>(day/month/year)</i>	Gender o M o F	Student No.:
Address:			Postal Code:
Parent's Name:	Home Phone:		Business Number:
Course Requested:		Grade Level:	
School Name:			School Phone Number:
School Contact:			
Signature of Principal/Designate:			Date:

TO BE COMPLETED BY THE PARENT:

On behalf of the above-named student, I request that Home Instruction be provided and authorize _____ to complete Section C below. <i>(Attending Physician's Name – Please Print)</i>	
Signature of Parent/Guardian:	Date:

TO BE COMPLETED BY THE ATTENDING PHYSICIAN

This is to certify that the <i>above-named student</i> is under my care for the following medical reasons:	
It is my medical opinion that this student meets the above criteria for Home Instruction	
Expected absence from school:	to
Physician's Name:	Phone Number:
Physician's Address:	
Signature of Physician:	Date:

TO BE COMPLETED BY THE PROGRAM CO-ORDINATOR: GUIDANCE, CAREER, DEVELOPMENT & WELL-BEING

Home Instruction authorized from : _____ to _____	
Home Instruction Teacher assigned:	
Signature of Program Coordinator: Guidance, Career Development & Well-Being:	Date:



FACT SHEET – HOME INSTRUCTION KEY MESSAGES

The clarifications below are offered to enhance consistent delivery of this important support for eligible students.

1. Schools are required to directly submit applications for Home Instruction support by scanning, faxing or by sending through inter-office mail to the Program Coordinator for Guidance, Career Development and Well-Being. The detailed information package outlining criteria for eligibility as well as the application form is posted on the Principals' site (<http://tdsbweb/principal>) or obtained electronically from the Guidance, Career Development & Well-Being Department.
2. All applications require medical support documentation (note from physician or completed section of the Home Instruction application) to demonstrate eligibility as per the Home Instruction procedures information package document.
3. Schools are encouraged to discuss/review any cases which do not appear to be clearly within the criteria for eligibility with the Program Coordinator: Guidance, Career Development & Well-Being before discussing Home Instruction as an option with the parent/guardian.
4. When approved, schools are required to attempt to provide an appropriate Home Instruction teacher from the student's home school in order to optimize student comfort, continuity, assessment and evaluation. Where a school-based Home Instruction teacher cannot be provided, the Program Coordinator: Guidance, Career Development & Well-Being will support the identification of an appropriate Home Instruction teacher using a centrally-maintained list. Turnaround time to locate an appropriate Home Instruction teacher may vary due to availability of teachers and the special circumstances of each student. This process may average a minimum of 3 to 7 school days to allow for determination of availability of teachers on this list and contact establishment. This timeframe information should be communicated with parents.
5. Students with recurring ailments or treatments requiring periods of absence (e.g., asthma, chemotherapy, etc.) will not require repeat application within a given school year, provided that the original diagnosis and medical evidence presented includes reference to ongoing or periodic treatment. The waiting period of 15 days associated with the initial application will be waived for any subsequent periods of absence.
6. Extensions to the original timeframe granted for Home Instruction support will require medical re-assessment and appropriate notation.
7. Where feasible, the Home Instruction teacher should review the potential for and the timeframe for the granting of a secondary school credit in consultation with the school administrator.
8. All students enrolled in a TDSB school may apply for Home Instruction.
9. Home Instruction is not available during the summer vacation period.



FACT SHEET – HOME INSTRUCTION SUMMARY FOR ADMINISTRATORS

Home Instruction may be provided to students registered in TDSB schools, who are unable to attend for medical reasons. (TDSB Procedure 001)

- Home Instruction may be provided after an absence of 15 school days. For the first 15 days, responsibility for the student's education remains with the home school and will usually take the form of homework.
- Home Instruction is intended to be a short-term intervention to assist students to return to school, either part-time or full-time, once they are physically able to do so.
- Students eligible for Home Instruction are those with:
 - **Short-term** physical condition (i.e. recovering from surgery) that prevents regular school attendance for a period of more than 15 days.
 - **Long-term** physical condition (i.e. cancer treatment) that prevents regular school attendance. These students may require intermittent Home Instruction.
- All applications for Home Instruction must include written recommendation from a physician documenting the student's inability to attend school, along with an expected date at which student will be able to return to regular school attendance.
- In **special circumstances**, after all other alternatives have been considered by the local school team, students who suffer from social, emotional, behavioural, or legal issues which prevent regular school attendance, may be eligible for Home Instruction on a **short-term basis**. In such cases, the Principal should consult with the Program Coordinator: Guidance, Career Development & Well-Being **before** pursuing the Home Instruction application.
- It is the responsibility of the school Principal/Designate to:
 - recommend an appropriate Home Instruction teacher from school staff, where possible;
 - provide materials and equipment required by the Home Instruction teacher;
 - facilitate co-operation between local school and Home Instruction teacher;
 - confer with the Home Instruction teacher to determine appropriate program expectations, program goals and assessment and evaluation protocols;
 - provide Home Instruction teachers with access to relevant information.
- Students are marked present during the period they are receiving Home Instruction.
- For key operational information, see Fact Sheet – Key Messages; updated September 2019.