

**DERRY AREA SCHOOL DISTRICT
 HOMEBOUND INSTRUCTION TIME SHEET/REQUEST FOR PAYMENT**

INSTRUCTOR _____

SOCIAL SECURITY # _____

ADDRESS _____

SIGNATURE _____

PHONE _____

STUDENT'S NAME _____

Date	Subject	# of hours (maximum 5 hrs. instruction per week)	Mileage
	Prep Hour (1 per every 5 hrs. of instruction)		
TOTALS FOR WEEK			

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	Prep Hour (1 per every 5 hrs. of instruction)		
TOTALS FOR WEEK			

TOTAL HOURS OF INSTRUCTION - _____ HOURS

DATES FROM _____ TO _____

TOTAL PREP HOURS - _____ HOURS

TOTAL MILES _____ X .545 _____

____ Reviewed

Principal's Signature

Date

NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS

1. Please use this form in reporting hours of homebound instruction. In no case is a pupil to receive more than 180 hours of instruction per year.
2. Hours should be submitted to the BUILDING PRINCIPAL. Mileage will be reimbursed by accounts Payable and must be received before the 15th of each month for approval and payment at the following month's Board meeting. Payroll will pay hourly wage and must be submitted at least one week prior to payday. (Please submit on same form-HB2).
3. Mileage reimbursement will be paid only for travel within the School District.
4. Homebound instruction should not continue beyond 8 weeks from the date the instruction began unless approved by the Associate Principal or Principal.
5. Homebound instruction can be provided for a **MAXIMUM** of **5 HOURS** per week.

DASD/HB2 (blue) tlr
UPDATED: 01/22/18