

REIMBURSABLE HOMEBOUND INSTRUCTION

Chapter 11, Students attendance

11.25 “Temporary excusals due to illness or other urgent reasons”

Temporary excusals, not to exceed three (3) months, are provided to students upon receipt of satisfactory evidence of mental, physical or other urgent reasons. The term urgent reasons shall be strictly construed and does not permit irregular attendance. Temporary excusals may not exceed three (3) months.

A school district may provide students temporarily excused under this section with homebound instruction for a period not to exceed three (3) months. School districts may request approval from the Department to extend the provision of homebound instruction, which shall be reevaluated every three (3) months. To receive reimbursement for homebound instruction beyond the three (3) month period, a school district (or local education agency providing homebound instruction on behalf of the school district) must complete the PDE-4675 “Request/Approval for Extension of Reimbursable Homebound Instruction” form.

If more than five (5) hours of homebound instruction is provided, or if homebound instruction is provided after the regular school year has ended, PDE-4674 “Request/Approval for Reimbursable Homebound Instruction, More Than Five Hours Per Week or After the Regular School Year Has Ended” must be completed in order for the Department to address the request.

Both forms are attached to this AR, or can be obtained on the PDE website, www.pde.state.pa.us. Click on “PreK-12 Schools,” “Public Schools,” “School Attendance/Child/Child Accounting,” and “School Districts.”

Actual reporting of hours and minutes for reimbursement of the homebound instruction provided should continue to be reported by school districts on the PDE-4063 “Request for Payment of Homebound Instruction Subsidy” through the Child Accounting electronic database system.

Return completed forms to the: Coordinator of Child Accounting
Bureau of Budget & Fiscal Management
Division of Subsidy Data & Administration
333 Market Street
Harrisburg, PA 17126-0333