

Policy

HOME INSTRUCTION

To provide uninterrupted education for students unable to attend their regular classes because of illness, disability court order or administrative action, the board of education shall provide away-from-school instruction when proper application has been made and subject to the following restrictions:

- A. The period of absence must be expected to be longer than two weeks except in special circumstances;
- B. A parent/guardian or appropriate adult authority must be present during the period of instruction; and
- C. In cases of illness or disability, medical certification is required both of the necessity for the student's absence and his/her fitness to benefit from the instruction.

Each case must be approved by board action; all requirements for receipt of state aid must be fulfilled.

The Township of Union Board of Education shall provide home or out-of-school instructional services no later than five (5) days after the student has left the general education program.

Temporary or Chronic Health Condition

The board is committed to providing home instruction to students who cannot participate in the regular education program due to temporary or chronic health conditions or treatment needs which preclude participation. The superintendent and/or designee shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the student's instructional program. The home or out-of-school instructional services shall meet the minimum standards that are specified in N.J.A.C. 6A:16-10.1(c) including but not limited to:

- A. For general education students whose projected confinement will exceed 30 days, the school district shall develop a written plan for delivery of instruction. The district shall maintain a record of delivery of instructional services and student progress;
- B. For general education students, the instruction shall meet the Core Curriculum Content Standards. Home instruction shall meet the requirements of the board for promotion at the grade level. When the provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation;
- C. For special education students, the home instruction shall be consistent with the student's Individualized Education Program (IEP) to the extent appropriate. The home instruction shall meet the Core Curriculum Content Standards. When the provision of home instruction will exceed 30 consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP;
- D. Teachers providing home instruction shall be appropriately certified for subject, grade level and special needs of the student; and
- E. The Teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.

HOME INSTRUCTION (continued)Reasons Other Than a Temporary or Chronic Health Condition

- A. The district shall provide home or out-of-school instruction for a general education student for reasons other than a temporary or chronic health condition no later than five school days after the student has left the general education program when:
1. The student is mandated by State law and rule for placement in an alternative education program for firearms offenses and/or assault with weapons offenses but placement is not immediately available;
 2. The student is placed on short-term or long-term suspension;
 3. A court order requires that the student receive instructional services in the home or other out-of-school setting.
- B. The superintendent and/or designee shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the student's instructional program. The home or out-of-school instructional services for reasons other than a temporary or chronic health condition shall meet the minimum standards that are specified in N.J.A.C. 6A:16-10.2(d) including but not limited to:
1. The school district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress (the IPP is not required for students on short-term suspension).
 2. The teacher providing instruction shall be appropriately certified for subject, grade level and special needs of the student;
 3. The teacher shall provide one-on-one instruction with no fewer than 10 hours each week on three separate days. The instruction shall also include no fewer than 10 additional hours per week of guided-learning experiences;
 4. The instruction shall meet the Core Curriculum Content Standards and board requirements for promotion and graduation.

Any student receiving home instruction is not considered absent.

Adopted: June 1999
 NJSBA Review/Update: April 2012
 Readopted: April 29, 2014

Key Words

Bedside Instruction, Home Instruction

Legal References: N.J.A.C. 6A:14-1.1 et seq. Special education
See particularly:
N.J.A.C. 6A:14-4.8, 4.9
N.J.A.C. 6A:16-4.3 Reporting, notification and examination procedures for students suspected of being under the influence of alcohol or other drugs
N.J.A.C. 6A:16-5.5 Removal of students from general education for firearms offenses
N.J.A.C. 6A:16-5.6 Removal of students from general education for assaults with weapons offenses
N.J.A.C. 6A:16-10.1 et seq. Home or Out-of-School Instruction
N.J.A.C. 8:61-1.1 Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)

HOME INSTRUCTION (continued)

H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Somerset County Educational Services Commission v. North Plainfield Board of Education 1999 S.L.D. September 7 State in re G.S. 330 N.J. Super. 338 (Ch. Div. 2000)

Possible

<u>Cross References:</u>	*4112.2	Certification
	*5113	Absences and excuses
	*5114	Suspension and expulsion
	*5131	Conduct/discipline
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5131.7	Weapons and dangerous instruments
	*5134	Married/pregnant students
	*5141.2	Illness
	*6146	Graduation requirements
	*6164.2	Guidance services
	*6164.4	Child study team
	*6171.4	Special education
	*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

TOWNSHIP OF UNION PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES

PROCEDURES FOR HOME INSTRUCTION

Pursuant to N.J.A.C. 6A:16-10.1, 10.2 and N.J.A.C. 6A:14

- Category I Home or out of school instruction due to a temporary or chronic health condition: The district Board of Education shall provide instructional services to an enrolled student – whether a general education student in kindergarten through grade 12 or special education student age three to 21 – when the student is confined to the home or another out of school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general education or special education. Pupils are entitled to home instruction in cases when confinement by a physician and absence from school is expected to be ten (10) consecutive school days or twenty (20) cumulative school days during the school year.
- Category II A pupil classified as educationally disabled shall have his/her individualized education program implemented through one to one instruction at home or another appropriate setting when it can be documented that no other program option is appropriate at that time.
- Category III Pupils are entitled to home instruction due to suspension.

The step-by-step procedures for Category I Home or Out-of-School Instruction Due to a Temporary or Chronic Health Condition:

Arrangements for home instruction should be initiated by the parents with the school nurse. This action should start as soon as the need for home instruction is apparent. **DO NOT WAIT** until absence from school has actually occurred if it can be anticipated.

1. Parents should contact the school nurse and discuss the need for home instruction.
2. The school nurse will provide the parents or adult student with an “Application for Home Instruction”.
3. The school nurse will forward the completed application to the school physician for his/her review. The school physician will review it and notify the parent if the home instruction request is approved or not within five school days after receipt of the written determination by the student’s physician.
4. Following approval by the school physician, the school counselor (secondary) or the teacher (elementary) will prepare a description of the students’ program and home instructional needs in consultation with the nurse. **Instructional services shall begin within five (5) school days after eligibility has been established by the school physician.** If the school physician’s verification is made prior to the student’s confinement, instructional services shall begin during the first week of the student’s confinement to the home or out-of-school setting.

5. A written plan shall be established for delivery of instruction to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.
6. If the pupil's absence from school is reported by the family physician due to physical or medical reasons, it is not necessary for the child study team to determine the pupil's eligibility. However, the school nurse will contact the school physician when a student's confinement to home or another school setting will exceed sixty (60) calendar days, and the child study team shall be notified by the school physician when a pupil's confinement to home or another school setting will exceed sixty (60) calendar days. The child study team will then determine the need for an evaluation and shall proceed, if necessary, with the required evaluation to determine if the pupil is eligible for special education and related services pursuant to N.J.A.C. 6A:14.
7. At the elementary and middle school levels, the Director of Special Services or designee will coordinate arrangements for Board approved certified instructors; at the high school level, the Supervisor of Counseling or designee will coordinate arrangements for Board approved certified instructors. For students with disabilities the teacher providing instruction shall be appropriately certified as teacher of students with disabilities or for the subject or level at which the instruction is given. Whenever possible, the same teachers who work with the child in the regular classroom will be used. If this is not possible, special efforts will be made to coordinate the activities of the home instruction staff with the regular staff.
8. Upon acceptance of the assignment, the home instructor will:
 - a. Contact the parent of the student.
 - b. Make arrangements for an instructional schedule. The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.
 - c. Pick up educational materials necessary for the instruction from the building principal (elementary) or Supervisor of Counseling (secondary). The teacher (elementary) and school counselor (secondary) will prepare a description of the student's program and home instructional needs in consultation with the school nurse.
 - d. Maintain contact with the pupil's teacher who will assist in the instruction and completion of course requirements.
9. The instructor will also be responsible for informing the parent of his/her availability and means of contact in case of unforeseen cancellation of scheduled time. Instruction will only be provided when a supervising adult is present in the home. (If not the parent, parent must provide written and notarized consent to authorize another adult to act as supervising adult.)
 - a. If an appointment is canceled by the parent, it is the responsibility of the parent to notify the instructor at least 24 hours in advance, if possible, and make arrangements for rescheduling at a mutually convenient date.
 - b. In the event that a student is not available for a scheduled appointment when the tutor reaches the home, the home instructor should wait a minimum of

- fifteen (15) minutes. At this time, the tutor should make a note of the situation and reason for the absence, on the time sheet, and have the parent sign off to verify. The instructor will be entitled to thirty minutes of payment.
10. Instructors will be furnished by the Department of Special Services with the weekly report and time forms on which they will report dates and times of instruction, progress, and any concerns or comments. The parent (or authorized adult via parent's written, signed and notarized consent) shall sign off on the timesheet to verify each home instruction session. The instructor should return all completed forms to the Department of Special Services.
 11. The program will be terminated when the pupil is able to return to school. As appropriate, a special program or modified schedule will be arranged to facilitate the transition back to the regular program.
 12. A pupil may return to school with written approval of their physician. They must report to the school nurse with written authorization from their doctor.
 13. When the pupil is readmitted to school, the school nurse will notify the Department of Special Services, principal, and school counselor.
 14. For a student with disabilities, home instruction shall be consistent with the student's IEP to the extent appropriate and shall meet the Core Curriculum Content Standards (CCCS). When home instruction will exceed thirty (30) consecutive school days in a school year, the I.E.P. team shall convene a meeting to review and if appropriate, revise the student's I.E.P.
 15. For a student without disability the home instruction shall meet the Core Curriculum Content Standard (CCCS), and the requirements of the district Board of Education for promotion to the next grade level.

Step by Step Procedure for Category II Home Instruction (Child Study Team Placement):

1. An IEP will be developed reflecting the rationale and describing the program to be implemented.
2. Prior written notification that the district intends to provide home instruction shall be provided to the Department of Education through its county office.
3. Notification shall be effective for a maximum of 60 calendar days at which time renewal of the notification may be made. Each renewal shall be for a maximum of 60 calendar days.
4. Category I, Step 7, 8 (a) (c) and (d) and 9, 10 shall apply to the home instruction program of pupils classified by the Child Study Team. Instruction shall be provided for no fewer than ten (10) hours per week and shall be accomplished in no fewer than three visits by a certified instructor or instructors on at least three separate days.

Step by Step Procedure for Category III Pupils are entitled to home instruction due to suspension:

1. The school district shall provide services no later than five school days after the student has left the general education program (home instruction will begin on the fifth day). The building principal will complete the request for home instruction due to 5 or more days of consecutive suspension form and forward to the Director of Special Services and school counselor at time of removal, if applicable.
2. For students who receive special education and related services, the principal shall forward written notification and a description of the reasons for such action to the case manager and to the parent(s) of students who receive special education and related services.
3. The district shall establish a written plan for the delivery of instruction and maintain a record of instructional services and student progress.
4. Follow category I, step 7, 8 (a), (c), and (d).
5. Upon acceptance of the assignment, the home instructor will:
 - a. Make arrangements for an instructional schedule which shall not be less than ten (10) hours per week. The ten (10) hours shall be provided by a teacher on three separate days. No fewer than ten (10) hours of guided learning experiences shall also be provided.
6. The instructor will also be responsible for informing the parent of his/her availability and means of contact in case of unforeseen cancellation of scheduled time. Instruction will only be provided when a supervising adult is present in the home. (If not the parent, parent must provide written and notarized consent to authorize another adult age 21 or over to act as supervising adult.)
 - a. If an appointment is cancelled by the parent, it is the responsibility of the parent to notify the instructor at least 24 hours in advance, if possible, and make arrangements for rescheduling at a mutually convenient date.
 - b. In the event that a student is not available for a scheduled appointment when the tutor reaches the home, the home instructor should wait a minimum of fifteen (15) minutes. At this time, the tutor should make a note of the situation and reason for the absence, on the time sheet, and have the parent sign off to verify. The instructor will be entitled to thirty (30) minutes of payment.
7. Instructors will be furnished with the weekly report and time sheets on which they will report dates and times of instruction, progress, and any concerns or comments. The parent's signature (or authorized adult 21 years of age or older via parent's written, signed and notarized consent) shall be obtained on the time sheet to verify each home instruction session. The completed weekly report and the sheets shall be returned to the Department of Special Services.
8. For a student without a disability the instruction shall meet the Core Curriculum Content Standard (CCCS) and the district Board of Education's requirements for promotion and graduation.
9. For a student with disabilities, home instruction shall be consistent with the

student's IEP to the extent appropriate and shall meet the Core Curriculum Content Standards (CCCS).

In the Union Public Schools all home instruction programs are coordinated by the Director of Special Services and/or designee with the assistance of the school nurse, Supervisor of Counseling, school counselor, or child study team staff.

Please refer to N.J.A.C. 6A: 16-10.1 and 10.2, and N.J.A.C. 6A:14, and the district home instruction policy for further information.

PARENTS CAN HELP BY:

1. Making sure the physical environment is such that the maximum benefit will be gained from the instruction.
2. Notifying instructors **IN ADVANCE** if the child will be unable to receive instruction on a particular day.
3. Notifying the school nurse **PROMPTLY** of the child's ability to return to the regular school program.

It is the sincere hope of the Department of Special Services that each child will get the maximum benefit from the educational resources available in our community. We solicit the help and understanding of all those who must make the extra effort to provide for the child requiring home instruction.

INSTRUCTORS WILL NOT BE PAID FOR SERVICES THAT DO NOT COMPLY WITH THESE PROCEDURES.

A COPY OF THESE HOME INSTRUCTION PROCEDURES, THE HOME INSTRUCTION PLAN, AND GRADE REPORTING FORMS WILL BE GIVEN TO THE HOME INSTRUCTOR PRIOR TO ANY HOME INSTRUCTION.

QUESTIONS OR CLARIFICATIONS SHOULD BE ADDRESSED TO THE DEPARTMENT OF SPECIAL SERVICES, C/O CLAIRE WEBER (908-851-6478)

TOWNSHIP OF UNION PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES

HOME INSTRUCTION GUIDELINES FOR HOSPITALS

1. Children confined to a hospital by a physician because of illness or injury shall receive an appropriate educational program at their place of confinement. Notification to the Director of Special Services that such confinement is expected for a period of at least two weeks needs to be requested by the attending physician.
2. Application for Home Instruction is to be completed by the parents, nurse and attending physician before submission to the Township of Union Public Schools, Union, New Jersey 07083.
3. Home instructors from the hospitals must submit teaching credentials and proof of fingerprint/background checks to the Director of Special Services or designee for verification.
4. Students should receive a similar course of study as is provided by Union Public Schools. The agency which is providing home instruction should not change unilaterally a students' course because they cannot provide it.
EXAMPLE: if a student is to take World History, the agency should not change this to American History for their convenience. Any change in a students' program should be cleared by the Director of Special Services and Supervisor of Counseling. If this procedure is not adhered to it could impact the students' graduation from school.

REPORTING HOURS OF HOME INSTRUCTION

1. Conference time of up to one hour with the students' teacher or counselor is allowed with pay at the beginning of students' instruction.
2. No instruction shall take place on a school holiday (See School Calendar) or when school is not in session, i.e., weekends.
3. Home instructor completes a Home Instruction weekly report for each student he/she works with.

MONTHLY BILL OF HOME INSTRUCTOR

1. Home instructor must submit a voucher to the Director of Special Services for payment.
2. Instructional hours of home instruction will be processed monthly.
3. Completed forms by the home instructors are to be forwarded to the Director of Special Services or designee for approval.

GRADE REPORT FORMS

1. Grade report forms are to be completed by home instructor for each student he/she works with, upon termination of each student and at the end of the marking period. This form should also be forwarded to the Department of Special Services, and school counselor, and the teacher (at the elementary level).
2. Final grade to be reported at the end of the year.

RESPONSIBILITIES OF HOME INSTRUCTOR

1. To communicate by telephone, in person, or in writing with the classroom teacher, school counselor, and/or Child Study Team regarding course outline.

MISCELLANEOUS

1. The school nurse should be notified of date student begins and ends home instruction.
2. Home instructors must be appropriately certified by the Board of Education.
3. Hourly wage for home instructor is set by the Board of Education.
4. Please contact the Department of Special Services (908) 851-6478 with questions or concerns.

THIS LETTER SHOULD BE PRINTED ON YOUR "SCHOOL" LETTERHEAD

Dear Parent/Guardian:

Your child _____ a _____ student has been on home instruction since _____. In accordance with NJ State Law, any student that has been out of school or receiving home instruction for more than 60 days, must also be referred to the Child Study Team for review.

Therefore, this letter is to inform you that a case manager will be contacting you shortly to discuss your child's case.

Should you have any questions, please feel free to contact the Department of Special Services at 908-851-6478.

Sincerely,

School Physician

C: Director of Special Services
Building Principal
School Nurse
School Counselor

THIS LETTER SHOULD BE PRINTED ON YOUR "SCHOOL" LETTERHEAD

APPLICATION FOR HOME INSTRUCTION

I. TO BE COMPLETED BY PARENT

Name of Student: _____ DOB _____ Sex _____ School _____

Name of Parent: _____ Phone _____ Grade _____

Home Address: _____

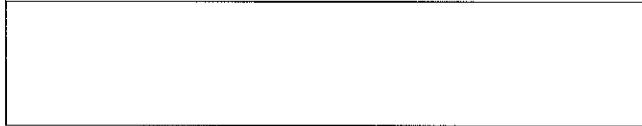
II. TO BE COMPLETED BY SCHOOL NURSE

Last date of attendance: _____

Current Instruction: General Education: _____ Special Education _____ Other _____

III. TO BE COMPLETED BY ATTENDING PHYSICIAN

Attending Physician: _____ Address: _____ Phone: _____



Physician's Stamp

Category of handicap: Gen. Ortho. _____ Chronic Illness: _____ Other _____

Date of Examination of Attending Physician: _____

Diagnosis: _____

Why does this student require home instruction? _____

Treatment plan: _____

Statement of Physician:

- | | | |
|----------------------------------------------------------------------------------------------------|-----|---------------|
| | | Please Circle |
| 1. This student, in his/her present condition is physically capable of Profiting from instruction. | Yes | No |
| 2. His/Her duration of absence will equal or exceed a two-week period | Yes | No |

****Anticipated duration of home instruction _____ (must be filled in)**

- | | | |
|----------------------------------------------------------------------------------------------------------------|-----|----|
| 3. A home instructor can work with the student without subjecting himself to an unreasonable risk of contagion | Yes | No |
|----------------------------------------------------------------------------------------------------------------|-----|----|

Attending Physician

Date

III. TO BE COMPLETED BY SCHOOL PHYSICIAN

I have reviewed the report of the attending physician and (concur) _____ (do not concur) _____ with the determination that the pupil is eligible for home instruction. (Please initial)

School Physician

FOR NURSE'S OFFICE FILE ONLY

Date request rec'd by school nurse _____

REQUEST FOR HOME INSTRUCTION
DUE TO 5 OR MORE DAYS
OF CONSECUTIVE SUSPENSION
(ELEMENTARY/MIDDLE SCHOOL)

To: Kim Conti, Director of Special Services

From: Building Principal

Date: _____

Student: _____

Grade: _____

Student's School of Attendance: _____

Begin Date of Suspension: _____

End Date of Suspension: _____

Start Date of Home Instruction: _____

Home Instructor (s): _____

Assigned By: Director of Special Services or Designee:

Signature of Director of Special Services or Designee

Date

Signature of Principal

Date

C: School Counselor
Case Manager

REQUEST FOR HOME INSTRUCTION
DUE TO 5 OR MORE DAYS
OF CONSECUTIVE SUSPENSION
(HIGH SCHOOL)

To: Kim Conti, Director of Special Services

From: Building Principal

Date: _____

Student: _____

Grade: _____

Student's School of Attendance: _____

Begin Date of Suspension: _____

End Date of Suspension: _____

Start Date of Home Instruction: _____

Home Instructor (s): _____

Assigned By: Supervisor of Guidance

Signature of Supervisor of Guidance

Date

Signature of Principal

Date

C: School Counselor
Case Manager

**TOWNSHIP OF UNION PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES
HOME INSTRUCTION GRADE REPORT**

STUDENT'S NAME: _____ SCHOOL: _____

CLASSROOM TEACHER: _____ SUBJECT: _____

HOME INSTRUCTOR: _____

ASSIGNMENTS GRADED (SPECIFY)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

REPORT CARD PERIODS – Grades should be completed jointly by home instructor and teacher. In cases where the home instructor has provided an entire marking period of instruction, the home instructor provides a grade.

ELEMENTARY AND MIDDLE SCHOOLS

1 MARKING PERIOD GRADE: _____ DATE: _____

2 MARKING PERIOD GRADE: _____ DATE: _____

3 MARKING PERIOD GRADE: _____ DATE: _____

4 MARKING PERIOD GRADE: _____ DATE: _____

FINAL REPORT CARD GRADE: _____

HIGH SCHOOL

Mid-Term Grade: _____ DATE: _____

Final Grade: _____ DATE: _____

HOME INSTRUCTOR: _____ DATE: _____

NOTE: By the end of each marking period instructor is asked to turn in a grade (even if the grade is "incomplete")

C: School Counseling Department
Department of Special Services
Teacher

**TOWNSHIP OF UNION PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES**

HOME INSTRUCTION WEEKLY REPORT

This report must be submitted by 11 a.m. Friday prior to the upcoming week of an individual student's home instruction.

Name of Student: _____

Name of Instructor: _____

Projected Schedule/Plan for next week:

Statement of Student Progress:

Relevant Comments:

List of completed assignment and corresponding grade:

Home Instructor Signature: _____

Date: _____

TOWNSHIP OF UNION PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES

M-E-M-O-R-A-N-D-U-M

TO: [Parent's Name]
FROM: Department of Special Services
RE: Home Instruction
DATE:

Please note the following procedures for home instruction:

1. At the end of every session, you are to sign a time sheet given to you by your home instructor. Please affix your signature verifying each home instruction session only if dates and times are filled in. The home instructor will sign this sheet, after you have signed.
2. A parent, or authorized adult as defined in the Home Instruction Procedures (via your signed, written and notarized consent) must be present when the instructor is with your child at home.

Please sign the bottom portion of this letter and return to your child's home instructor.

If you have any questions, please feel free to contact my office at any time at (908) 851-6478.

Thank you for your attention to this matter.

Sincerely,

Kim Conti
Director of Special Services

I have received and read the above letter: _____
Parent Signature Date

TOWNSHIP OF UNION SCHOOLS
DEPARTMENT OF SPECIAL SERVICES

M-E-M-O-R-A-N-D-U-M

TO: Principal

FROM: Department of Special Services

DATE:

RE: Home Instruction

_____ has submitted medical documentation that he/she requires home instruction for approximately _____.

We have begun the process of assigning a home instructor who will be in touch with you for the student's assignments.

Thank you for your cooperation.

C: School Nurse
School Counselor

THIS LETTER SHOULD BE PRINTED ON YOUR "SCHOOL" LETTERHEAD

Date: _____

Dear Parents/Guardians:

Student's Name: _____ School _____ Grade: _____

After review by the school's school physician, your request for your child has been:

REQUEST FOR	APPROVED	DENIED
*Home Instruction – <i>Dates approved from</i> <i>through</i> _____		
*If Home Instruction is to continue <i>beyond the approved dates</i> noted above, <u>you must provide</u> a new Home Instruction Request form from your physician.		
Reason for Denial/Additional Comments: _____ _____ _____		

If your application has been approved, the home instructor will contact you. Home instruction will begin within five business days.

Your child will be removed from the regular school register and placed on the Home Instruction register. Before your child may return to school, he/she must report to the School Nurse with the form below completed and signed by your physician.

If you have any concerns/questions, please contact me.

Sincerely,

 School Nurse's Signature

Township of Union Public Schools

Date: _____ Student: _____ School: _____ Grade: _____

The above named student is ready to return to school.

 Physician's Signature

Copy To:
 Director of Special Services
 Building Principal
 School Nurse