## Home & Hospital

<u>New Program Codes</u>: *New process* to keep Home & Hospital students enrolled in their home school rather than transferring them to site 650.

Program 'R' - Home & Hospital is a program for short term illness not to exceed 45 days.

Program 'T' - Special Ed - Home Instruction students program is not limited; it is governed by the student(s) IEP. Whatever it says; we accommodate.



Program 'R' = Referred to Home and Hospital

Program 'T' = SpEd on Home Program

<u>Rebecca Roberts, Director of Alt Ed</u> will email you the 'Home & Hospital' student information and start and stop dates. Use this email as your source document. Print it and retain with your student records. (See example below)

To: Portola Springs Elementary School

Re: Notice of Student Receiving Home & Hospital Teaching Services

School: Portola Springs Elementary School
Permanent ID:
End Date: 09/28/2016
-

will remain enrolled in Natalie Glassford's class and Natalie collaborate with Brooks McKee.

Please contact Robbi Edmondson for next steps with attendance reporting and program change during the period of time that this student is receiving Home Hospital services.

Please let us know if you have any questions,

**Rebecca Roberts, Director of Alternative Education** Lynda Smith, Secretary for San Joaquin Schools and Home Hospital

Note: If the student returns to the regular school early, the date entries in Aeries will have to be adjusted. Also applies if Home Hospital is extended.

# **Outline of Steps**

- 1. Locate student record
- 2. Go to Attendance Enrollment
- **3.** Add a <u>leave</u> line to exit this student from the *regular* program, add exit reason **440**.
- Add a <u>enter</u> line to change the program code to 'R' or 'T' (<u>Start date</u> on email)
- Add a <u>leave</u> line to exit student from program 'R' or 'T', add exit reason 440. (<u>Leave date</u> on email)
- **6.** Add a <u>enter</u> line to return student to the *regular* program, so student will be on the class roster on his first day back to school.
- **7.** <u>Enter Attendance codes</u> to the days student is enrolled in Home & Hospital.

# How to enter 'Home & Hospital' to 'Aeries Web' student record?

Go to Student Data and do a 'Search' for student record.

### Next, Go to Student Data 'Attendance Enrollment' tab

#### Click Add New Record

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	▶ Test Scores			
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Enter the exit date to the last day student is was in *regular* program. (Day before starting H&H), Also enter the **exit reason** of **440**. Then click on the **save** icon.

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Enter the **date** the student will <u>start</u> **H&H** program **'R'. Click** on the <u>down arrow</u> and select the date. Next go to the **Prg** box and enter **'R' or 'T'.** Then click on the **save** icon.

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#### Repeat process, Click on Add a new Record

Enter the **date** the student will <u>exit</u> H&H program **'R'. Click** on the <u>down arrow</u> and select the date. Add **Exit Reason 440**. Then click on the **save** icon.

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Program code does not match current enrollment record														

#### Repeat process, Click on Add a new Record

Enter the **date** the student will <u>enter</u> *regular* program. Click on the <u>down arrow</u> and select the date. Click on the **save** icon.

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**Verify information** posted correctly. Check program '**R**' Home & Hospital dates are correct. Student is returning to regular school on 9/29/2016 in this example.

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Final step is to add attendance "D" (Medical excused) code to the days the student is enrolled in Home & Hospital.

#### Click on Student Data \_ Attendance tab Click on Update ATT Data

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Enter the Home & Hospital date range and "D" (Medical) absence reason code Click Update

#### **Attendance Added**

All days the student is out on Home & Hospital are mark with the 'D' Medical absence code.

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## Your <u>Attendance Month-end reports</u> will now have a **Program R** page.

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