



## FLOWCHART

### School Administrator

- Parent/Guardian express concern to Administrator about their student's health issues.
- Administrator meets w/Parent & Student (if health permits) with **Dr.'s Statement of Need**.
- Parent & School completes **H&H Registration**. **Students with IEP - call Brian King**
- **Short Term Disclosure** signed if Dr.'s note is **45 consecutive school days or less (All paper work turned into Noreen Samowitz in Curriculum at the District Office)**
- **Long Term Disclosure** signed if Dr.'s note is **46 consecutive school days or longer**. Paper work is sent to **Mary Ann Erdmann at the ASB**.
- Students follow the USC online calendar.

### Short Term H&H Services

- Dr.'s Note requires the student to be out of school for **10 to 45** consecutive school days.

### Long Term H&H Services

- Dr.'s Note requires the student to be out of school for **46 or more** consecutive school days.
- Refer parent to Malinda (801)567-8325 for an appointment with Mary Ann.
- Send original paper work to Mary Ann.

### Students with IEPs

- **Call Brian King (801)567-8208**

- School provides the H&H teacher.
- Homework is collected & returned to classroom teachers.
- Classroom teachers provide grades for assignments and report card.
- Absence Code for short-term H&H is "**H**".
- **Monthly paper work is signed by H&H teacher & administrator, then sent to Noreen in Curriculum @ D.O.**

- If the school cannot provide a H&H teacher, then call Mary Ann (801)567-8088 for assistance.
- Homework from the school will be collected & returned for teachers to provide grades for assignments and report cards.

- Parent & student meet with Mary Ann
- Student's schedule is created
- Student registered for online classes
- H&H Facilitator assigned
- Schedule will be sent and entered by one of the following:
  - Attendance Secretary
  - Registrar
  - Counselor
- Schools will enter final grades for online classes into Skyward.
- Students may print 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Report Cards from Family Access
- 4<sup>th</sup> Quarter Report Cards mailed to home

- If the Dr. determines that the student needs to be out longer, then an **updated note is required with the new length of time requested**.
- Refer to Long Term H&H Services.

**H&H Website Location:**  
<http://homehospital.jordandistrict.org/>

4/20/2018