

  
**HOME JORDAN HOSPITAL**  
 Home & Hospital  
**FLOWCHART**

**School Administrator**

- Parent/Guardian express concerns 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 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**
- Refer to flowchart for Home Instruction for a student with an IEP.

- 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:**

1. [jordandistrict.org](http://jordandistrict.org)
2. **Parents & Students**
3. **Program Information**
4. **Jordan Home & Hospital**