



PROCEDURAL GUIDELINES  
HOME INSTRUCTION

1. Complete FORM A - Request for Home Instruction and submit to the appropriate Superintendent. (*Note: Attach a copy of the Doctor's Slip recommending home instruction*).
2. Authorization by the Superintendent will be given by telephone or e-mail.
3. Once authorization is received, the principal/designate will contact a teacher to provide the home instruction, for a maximum of 5 hours per week.
4. Time sheets must be filled out and signed by the Principal/designate and submitted to the Personnel Department every two weeks. To ensure proper filing of these documents, the time sheet will indicate the name of the student who is receiving home instruction.
5. When the Home Instruction ends, FORM B is completed and forwarded to the appropriate Supervisory Officer.

*Huron - Superior Catholic District School Board*

**REQUEST FOR HOME INSTRUCTION - FORM A**

*(To be submitted to appropriate Supervisory Officer, for approval for students who will be absent for a lengthy period of time.)*

**Refer to Policy No. 5006**

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Day Month Year

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Reason for Requesting Home Instruction \_\_\_\_\_

Doctor Recommending Home Instruction \_\_\_\_\_

**\* Attach Original or Copy of Doctor's Slip.**

Date Effective \_\_\_\_\_

Date Ending (if known) \_\_\_\_\_

Date Form Submitted \_\_\_\_\_ Principal / Designate Signature \_\_\_\_\_

This portion to be completed by the appropriate Supervisory Officer

\_\_\_\_\_  
Date Form Received

\_\_\_\_\_  
Date of Authorization (by phone or e-mail)

\_\_\_\_\_  
Signature for Authorization

