

HOMEBOUND INSTRUCTOR: _____

Phone: _____

HOMEBOUND INSTRUCTOR's EMPLOYEE ID #: _____

VA Teaching License #: _____

Email: _____

Current VA Teaching License? **Y / N**

STUDENT: _____ SCHOOL: _____ GRADE: _____

Subject:

Teacher of Record/Contact Information:

ADDITIONAL NOTES: _____

HOMEBOUND INSTRUCTION SERVICES LOG

<u>DATE OF SCHEDULED APPOINTMENT</u>	<u>START TIME</u>	<u>END TIME</u>	<u>TOTAL INSTRUCTION TIME</u>	<u>LOCATION</u>	<u>COMMENTS</u>
SAMPLE 08/25/2022	4:15PM	6:30PM	2.25	Northside Library	Teach/Review/Deliver assignments with/to student

If the appointment is cancelled the day of instruction, note the reason for the cancellation in the COMMENTS field.

Your weekly hours cannot exceed the number of weekly instruction hours approved by Homebound Coordinator.

TOTAL HOURS: _____

HOURLY RATE: \$ 30.00

TOTAL AMOUNT: \$ _____

EMPLOYEE SIGNATURE: _____

DATE: _____

By way of my signature here, I indicate the instruction hours reported in this Homebound Services Log are true and accurate.

SCHOOL CONTACT: _____ School Contact Email: _____

APPROVAL (School Contact-SIGN): _____

APPROVAL DATE: _____

***DEADLINE: SCHOOL CONTACT** - Email all Approved HB Instruction Services Logs **by 1:00pm EACH FRIDAY** to rdene@k12albemarle.org. Services logs received after 1:00pm on Fridays will not meet the Payroll Deadlines set by Albemarle County.