

Homebound (Arizona)

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Tool Search: Homebound

The Homebound tool allows a district to record a student's start and end date for being a Homebound student, along with any applicable comments about the student's Homebound classification. Additional setup is required for Homebound students that is necessary for proper attendance reporting.

Homebound information is reported on the Student Needs Ed-Fi Resource.

≡	Q	Infinite Campus			22-23 High School	* 2	?		-
Home	eboun nt, Masc	d ☆ n DOB: 08/21/05			Student Information	> State	Program	s > Hon	nebound
Homeb Start Da 04/01/20	ound Sun te 022	Save S Delete	Print Summary Report	2 Documents					
Homeb *Start Do 04/01/2 Commer	ound Deta ate 2022 =	il		End Date					
Modified District	d By: Admir Defined E	istrator, System 09/12/20; Iements	//. 22 02:46 PM						
			Stud	dent Homebound Ed	litor				

Read - View Homebound records.
Write - Edit existing Homebound records.
Add - Add new Homebound records.
Delete - Remove Homebound records.

For more information about Tool Rights and how they function, see the Tool Rights article.

Note that the information provided here details how to record Homebound information in Campus. Always follow your district's policies when adding or modifying Homebound information.



See the following articles for additional guidance:

- Arizona Enrollments
- Arizona Scheduling Components
- Arizona Calendar

Homebound Workflow

When a student is determined to be Homebound, follow the steps below to ensure data is reported correctly:

- 1. End the student's current enrollment.
- 2. Create new enrollment record with the same start date as the Homebound record.
- 3. Create Homebound record with the same start date as the Enrollment record.
- 4. Enroll the student in the Homebound course section.

When the student reaches the end of the 3-month Homebound period:

- 1. End the Homebound record on the appropriate date.
- 2. End the Homebound enrollment record on the same date the Homebound record ended.
- 3. Enroll the student in non-Homebound course sections.

Homebound Definitions

The Arizona Department of Education defines Homebound, Home School and Home Instruction as follows.

Term	Definition
Homebound	Homebound is a funding category for a student whose doctor has certified that the student is unable to attend regular classes due to illness, disease, accident or other health condition for a period of not less than three school months.
	whose doctor certifies that the student is unable to attend regular classes for intermittent periods of time totaling three school months during a school year.
Home School	Home School is a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the student or nonpublic instruction provided in the child's home.



Term	Definition
Home Instruction	Home Instruction is tied to a student's IEP in that the Special Education team may determine that instruction in the home is the most appropriate and least restrictive for the student.
	Since home instruction is tied to the IEP, IDEA regulations state that special education is specially designed instruction and includes instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings.

Homebound Student Information

Add a Student Homebound Record

- 1. Click the New button. A Homebound Detail editor displays.
- 2. Enter the **Start Date** of the Homebound record. **Note that this start date needs to be the same as the start date of the enrollment record.**
- 3. If the End Date of the student's Homebound record is known, enter the **End Date. Note that** this end date needs to be the same as the end date of the enrollment record.
- 4. Enter any applicable **Comments** for the Homebound record.
- 5. Click the **Save** button when finished.

Homebound ☆			
Student, Matthew M	DOB: 11/09/13		
VIRTUAL LEARNIN	IG CONSENT		
🕂 New 🕒 Save	🗴 Delete 📄	Print Summary Report	🗻 Documents
Homebound Summary	E 10.1		
09/15/2022	12/15/2022	•	
Homebound Detail			End Date
09/15/2022			12/15/2022
Sme add Modified By: Administrator, 4	System 09/21/2022 11:15.	//. AM	
District Defined Elements	3		
_			
	Church		



Since Homebound is temporary, at the end of the Homebound period, a new enrollment record needs to be created for the student. It is possible for the student to have many Homebound records and many enrollment records in the same school year.

Homebound Detail Fields

Start Date

Indicates the date on which the student was first considered Homebound.

Click here to expand...

Database Location:

Homebound.startDate

Ad hoc Inquiries:

Student > Learner > State Programs > Homebound > homebound.startDate

End Date

Indicates the last date the student was considered Homebound.

Click here to expand...

Database Location:

Homebound.endDate

Ad hoc Inquiries:

Student > Learner > State Programs > Homebound > homebound.endDate

Comments

Records any information associated with the Homebound record.

Click here to expand...

Database Location:

Homebound.comments

Ad hoc Inquiries:

Student > Learner > State Programs > Homebound > homebound.comments

Homebound Course Setup



Homebound students must be enrolled in a Homebound Course. This is done strictly for recording attendance for Homebound students.

See the Course Setup for Homebound video for more information.

Homebound Course Information

Tool Search: Course Information

Create a Homebound course (or verify one exists). The **Course Number** and **Course Name** should indicate it is only used for recording Homebound attendance. In the example below, the Course Number includes HMB as an indicator it is a Homebound course.

Mark the **Active** checkbox, the **Attendance** checkbox, and the **Positive Attendance** checkbox, and click **Save.**

The Positive Attendance checkbox is not required to be marked for attendance to send correctly. Marking that checkbox is a recommendation, as it allows a user to visibly see positive attendance is sent for the given course.

ourse Informati	on ☆
HMB HOMEBOUND)
Save 😣 Delete	C Push To Sections
Course Information	
CourseID 238921	Course Master Linked - 99HMB HOMEBOUND
*Number	*Name Standards-based Active State Report Exclude External LMS Exclude
3311MD	Course-Only Curricourse TE Innore Master Push
	Subject Type
State Code	
AZ22999	
Schedule Load Priority	Max Students Terms Schedules Periods Sections to Build Preferred Room Type
7	
	Section Template Group
GPA Weight	Bonus Points Advisory Transcript Required 21st CCLC
0	
Type Level	21st CCLC Activity Type
	3eneral or Regular
Honors RG: Regular	Responsive Activity College CTDS
Hamaraam Allaw atudaat	Allow teacher Hide Standards On Departable Attendares Depities
requests	requests/recommendations Portal
Location Override	
CTE Minutes per Week	
Ed-Fi Term Descriptor Over	rride
Comments	

Homebound Course Section Creation

Tool Search: Course Sections

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Create a Course Section for the Homebound course so students can be scheduled into that course for attendance taking purposes.

Course Sections ☆ 99HMB HOMEBOUND	heduling Group Guest Access Seating Charts Grade Book Seating Charts
	Save Save Delete
	Section Editor 2038685 *Section Number 123 Staff, Samuel Max Students Lunch Count 0
	Primary Teacher Staff, Samuel Instructional Setting RC: Regular Classroom Location Override CTE Minutes per Week Override Exclude JTED Dual Credit
Homebound	CTF Alternate Credit

Homebound Enrollments

Tool Search: Enrollments

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Add an Enrollment Record for the student with the appropriate Start and End Dates that are related to the Homebound start and end dates.

When a student has been attending school for a period of time, and then is considered Homebound, the non-Homebound enrollment needs to be ended one day prior to the start date of the Homebound enrollment. **An End Date and an End Status is required. Consult your district on which End Status to use for Homebound enrollments.**

See the Enrollment for Homebound video for more information.

General Enrollme	nt Informat	ion			-
Calendar 2022 - Elementary		Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude
*Start Date 09/15/2022	No Show	End Date 12/15/2022	End Action	*Service Type P: Primary	•
*Local Start Status E1: E01 1st AZ enroll, from	same school	× ×	Select a Value		Ŧ
State Start Status E1: 1st AZ enroll, from	same school		State End Status		
Start Comments			End Comments	<i>li</i> ,	
				R	olled From Enrollment ID: 812885

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Enrollment Start and End Dates must exactly match the student's Homebound record. When a student is considered Homebound for September 15 through December 15, the Enrollment Record Start Date must be September 15 and the End Date must be December 15.

Secretaria Secretaria Class Main Exclude <	nrollment ID 1107926	Schedule (read only)	*Grade	Class Dank Evolude	External I MS Evolude
Hart Date WisS2022 Prissure Primary Local End Status Et2: Sth yer; Ist enroll from same school* X Select a Value V Introduction Base V Introduction Base V Introduction Base V Introduction Base Intro	2-23 Chandler High School	Main •	12 •		
9/15/2022 U 12/15/2022 U Coal End Status E12: Sthy ver, I st enroll from same school** * Select a Value E12: Sth 2: Sth Comebound Summary I tornebound Summary I torneboun	Start Date No Show	End Date	End Action	*Service Type	_
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L12: Still Stell Select a Value Select a Value Image: Stell Stell 12: Still New Same Stell Delete Interstance Image: Stell S	Local Status		Local End Status		
Alle Sta 12: Sta 12	E12: 5th year; 1st enroll from same school**	× v	Select a Value		•
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Art Cor District Defined Elements	tomebound Summary	End Date			
HomeN und Detail End Date "Start Oate 12/15/2022 12/15/2022 1 Unments Image: Comment ID: 964991 Modified By: Administrator, System 09/12/2022 03:47 PM Image: Comment ID: 964991 District Defined Elements Image: Comment ID: 964991	09/15/2022	12/15/2022			
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District Defined Elements	Modified By: Administrator, Syste	em 09/12/2022 03:47 PM			
	District Defined Elements				

Select a **Local Service Type** that **is NOT T: AOI.** Students attending Online Instruction (AOI) is NOT the same as Homebound.

Cocal Service Type P: Primary A: Ancillary C: Concurrent Course Work D: Dropout Recovery Program G: Grand Canyon Diploma O: Program Only P: Primary T: AOI	Graduation (Year End Status) Serving District Select a Value Total CTE Hours Total CC CTE Credits
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Set the Attendance Type to 017: Positive.

State Reporting Fields	-
*Local Service Type P: Primary Attendance Type 017: Positive V	State Exclude
Withdrawal Reason	Graduation (Year End Status)
Previous School State	Serving District
Select a Value	Select a Value
Previous LEA (Charter)	Total CTE Hours Total CC CTE Credits
Enroli	lment Attendance Type

Note that the FTE and Tuition Payer fields need to be adjusted each time a homebound student misses ten consecutive days.

	g Fields				-	
Local Service Type			State Exc	lude		
P: Primary	•					
*Attendance Type						
017: Positive	•					
Withdrawal Reason						
	•					
Previous School Stat	e	Serving	J District			
Select a Value		▼ Select	a Value		Ŧ	
Previous LEA (Charte	;r)	11.	Total CTE Hours	Total CC CT	E Credits	L
Resident School						
Select a Value	v					
Effective Date	Resident District	FTE	Tuition Payer	Specia	al Enrollment	
08/02/2024	UNIFIED DI(070280000)	• 75% •	2: Privately paid tuition	* 2: CE(CB 🔻	
10/16/2024	UNIFIED DI(070280000)	× 50% ×	r 7: Other State funded formula	• 3: Op	en enrollment 🔹	

Homebound Student Schedule

Tool Search: Walk-In Scheduler

Add the Homebound student into the Homebound course. Homebound students must be scheduled into at least one course that is marked as Positive Attendance.

See the Attendance for Homebound video for more information.



Sch Stud	hedule ☆ dent, Matthew M 🔒 Grade: VIRTUAL LEARNING CONSEN	02 #123456 DOB: 11/09/13 Г		
Filter 🗸	Settings			
	Q1 (7/21/2021 - 9/24/2021)	Q2 (10/12/2021 - 12/16/2021)	Q3 (1/4/2022 - 3/11/2022)	Q4 (3/29/2022 - 5/26/2022)
АМ	99HMB-1 HOMEBOUND Staff, Nolan Start: 7/21/2021	99HMB-1 HOMEBOUND Staff, Nolan	99HMB-1 PORTUGUE HOMEBOUND Staff, Nolan	99HMB-1 HOMEBOUND Staff, Nolan
РМ	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
MATH	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
READ	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
SPLI	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
WRIT	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
LANG	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
SCI-SOCS	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
SPEC	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
BTPL	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
ELD	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Other Homebound Information

Homebound Attendance

As previously noted, attendance for Homebound students is tracked using Positive Attendance, meaning the student is considered present when time is entered for that course, and not tied to an absent or excuse entry (standard attendance entry).

DO NOT manually enter positive minutes for a student as this causes duplicate attendance to report.

Positive Attendance automatically calculates and sends to the state as soon as the student's Homebound enrollment is saved. It calculates for every instructional day in which the student is considered Homebound and for every Positive Attendance Course in which the student is enrolled. Positive Minutes automatically recalculate when an absence code is added for a student on a given day.

Attendance Calculations

On the initial sync of the student, the PositiveAttendanceRecordOnDemand job is triggered. This job enters full In Attendance minutes for every day that the student is scheduled into an Attendance taking Instructional day based on the enrolled courses. Then the attendance calculations below are applied when attendance is modified on a given day.



Attendance Calculation:

- Scheduled minutes Absent minutes
 - Sum of periods marked as Instructional.
 - Lunch minutes are not included.
 - To manually enter present minutes, add a 'Present' attendance event to the calendar with number of minutes student attended.

Absent Minutes Calculation:

- PreScheduled minutes Present minutes
 - \circ Status = A
 - Excuse = X (exempt)
 - Present minutes are created using the Check-in/Check-out tools. When a student is marked absent for a whole period, then is checked in during the same period, present minutes need to be added back in.

To ensure proper Attendance calculation:

- 1. Ensure Enrollment Service Type is NOT T:AOI.
- 2. The Student Enrollment Attendance Type should be 017, or the Calendar Attendance Type should be 017.
- 3. The Calendar Day must be marked as an instructional day and an attendance taking day.

Positive Attendance sends in batch at midnight each night the calculation to determine a student's total present minutes.

This setup assumes that the student is present until proven otherwise (i.e. until there are Absent/Excused code or Absent/Unexcused codes used). Thus, for every day the student is scheduled into an instructional/attendance taking day, positive attendance sends to the state, and absent codes need to be entered for the student to get the daily attendance calculations to report the correct number of minutes.

Homebound Calendars

Classic View: System Administration > Calendar > Calendar > Calendar > Calendar Information

Search Terms: Calendar Information

Most Homebound students are enrolled in the regular school calendar with a Homebound record and an enrollment record that matches the Homebound start/end dates. However, a separate calendar can be set up for just Homebound students.

Select **017: Positive** from the **Attendance Type** field on the Calendar Info editor for any calendars that include any Homebound enrollments.

Calendar Information 🏠		Scheduling & Courses > Calendar Setup > Calendar Information
Save 😣 Mark for Deletion		
Calendar Info Calendar D 3759 Name Elementary - HH Start Date 07/01/2021 :: Student Day (instructional minutes) 360 Whole Day Absence (minutes) 360 Type I: Instructional Require Student Assignment Comments rolling 10/09/2020 08:28 AM	School 80116 Andersen Elementary School (schoolD:36) Number Sequence 1 "End Date Summer School 06/30/2022 1 Teacher Day (minutes) Exclude 480 Half Day Absence (minutes) School Choice 239 School Choice	
Track Attendance Type 017: Positive Viteodasce_Calculation HW: Half Day/Whole Day v Days Per Week 5DayAllGrades: 5-Day calendar for all grades Student Brain Honey DomainD Staff Brain Honey DomainD	<i>"</i> "	
EdFi CalendariD 4242-5121-5DayAllGrades-3801		
	Attendance Type Sele	ction on Calendar

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