

Homebound (Arizona)

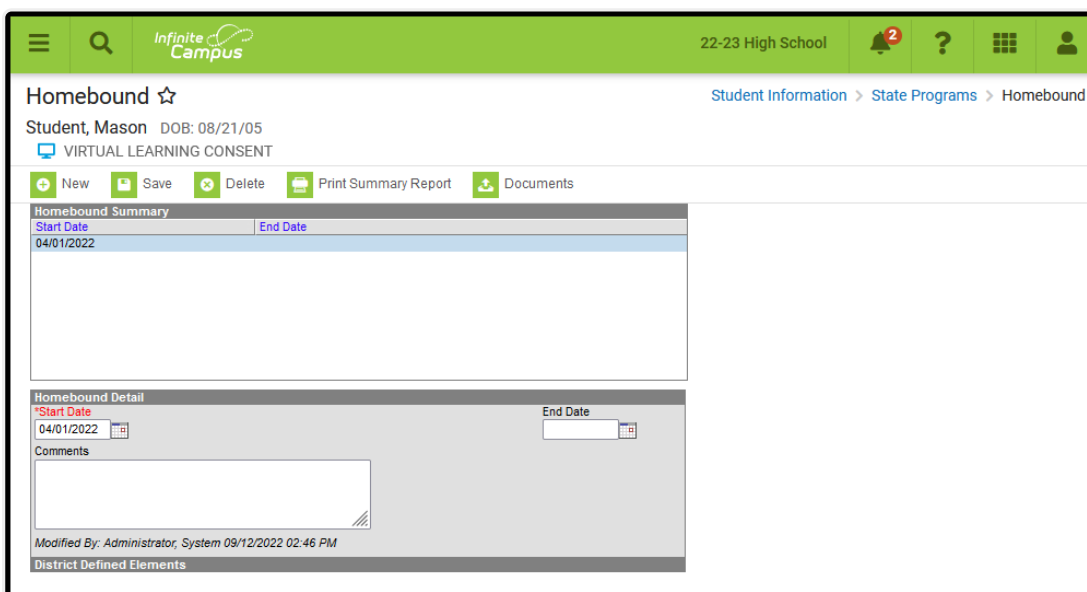
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Tool Search: Homebound

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](#).



Student Homebound Editor

- 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 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 | <p>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.</p> <p>Homebound also applies to a student with a chronic or acute health problem 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.</p> |
| Home School | <p>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.</p> |

| Term | Definition |
|-------------------------|--|
| Home Instruction | <p>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.</p> <p>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.</p> |

Homebound Student Information

[Add a Student Homebound Record](#) | [Homebound Detail Fields](#)

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 LEARNING CONSENT

New

Save

Delete

Print Summary Report

Documents

Homebound Summary

| Start Date | End Date |
|------------|------------|
| 09/15/2022 | 12/15/2022 |

Homebound Detail

*Start Date

09/15/2022

End Date

12/15/2022

Comments

sme add

Modified By: Administrator, System 09/21/2022 11:15 AM

District Defined Elements

Student Homebound Record

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

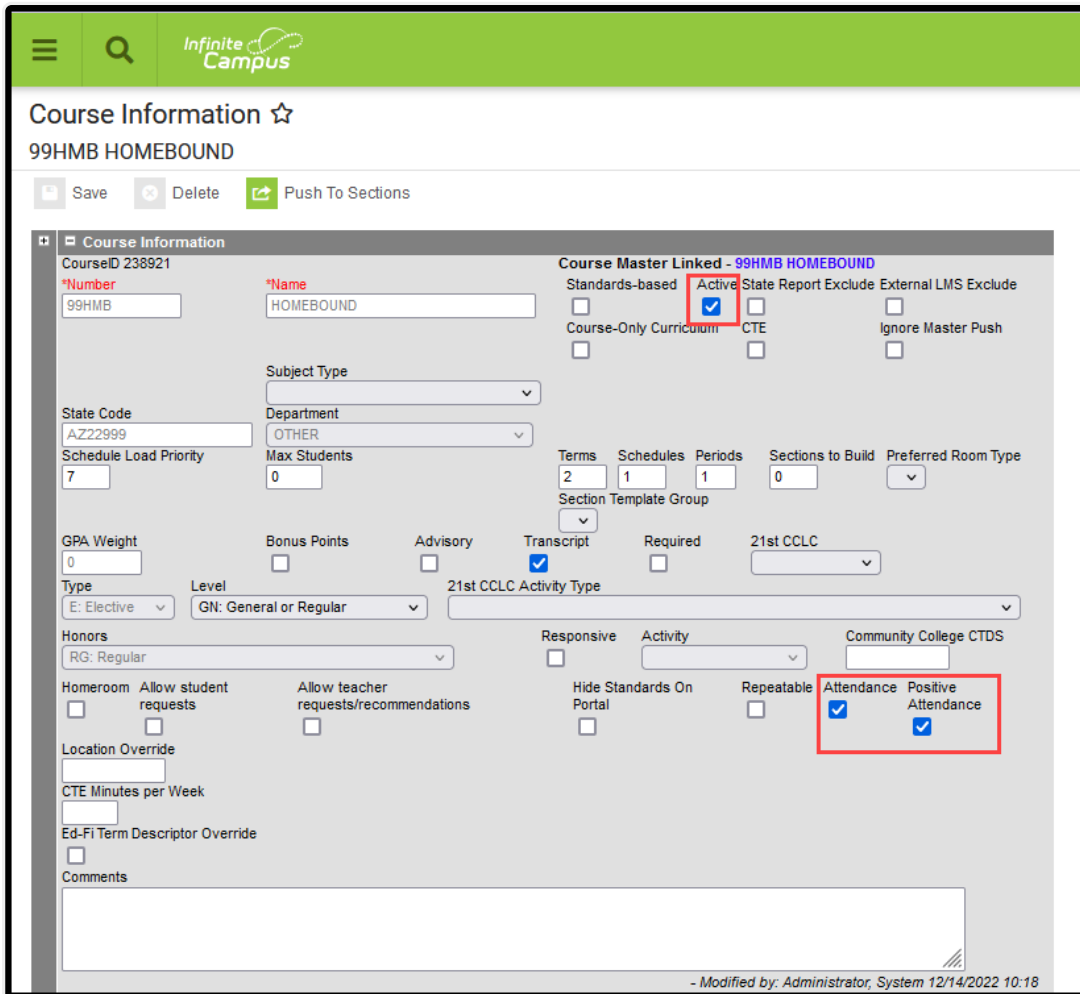
Tool Search: Course Information

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.



Course Information ☆

99HMB HOMEBOUND

Save Delete Push To Sections

Course Information

CourseID 238921

*Number 99HMB *Name HOMEBOUND

Subject Type

State Code AZ22999 Department OTHER

Schedule Load Priority 7 Max Students 0

GPA Weight 0

Type E: Elective Level GN: General or Regular

Honors RG: Regular

Homeroom Allow student requests Allow teacher requests/recommendations

Location Override

CTE Minutes per Week

Ed-Fi Term Descriptor Override

Comments

Course Master Linked - 99HMB HOMEBOUND

Standards-based ☒ Active State Report Exclude External LMS Exclude

Course-Only Curriculum CTE Ignore Master Push

Terms 2 Schedules 1 Periods 1 Sections to Build 0 Preferred Room Type

Section Template Group

Transcript ☒ Required 21st CCLC

Responsive Activity Community College CTDS

Hide Standards On Portal Repeatable Attendance ☒ Positive Attendance ☒

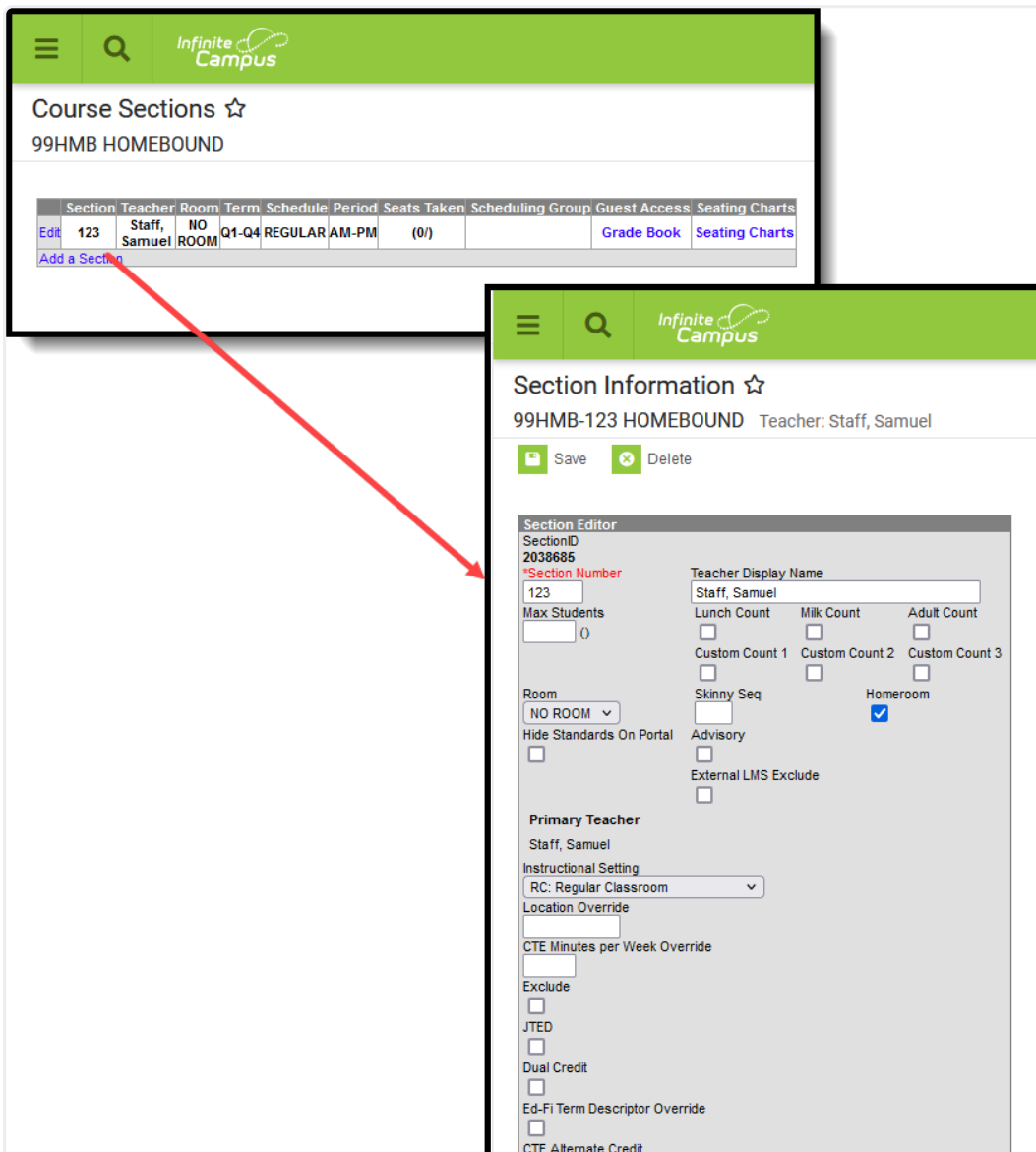
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Positive Attendance, Attendance checkboxes marked on Course Information editor

Homebound Course Section Creation

Tool Search: Course Sections

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



Course Sections ☆
99HMB HOMEBOUND

| Section | Teacher | Room | Term | Schedule | Period | Seats Taken | Scheduling Group | Guest Access | Seating Charts |
|---------|---------------|---------|-------|----------|--------|-------------|------------------|----------------------------|--------------------------------|
| 123 | Staff, Samuel | NO ROOM | Q1-Q4 | REGULAR | AM-PM | (0/) | | Grade Book | Seating Charts |

[Add a Section](#)

Section Information ☆
99HMB-123 HOMEBOUND Teacher: Staff, Samuel

[Save](#) [Delete](#)

Section Editor

SectionID
2038685

*Section Number
123

Max Students
(0)

Room
NO ROOM

Hide Standards On Portal
☐

Primary Teacher
Staff, Samuel

Instructional Setting
RC: Regular Classroom

Location Override

CTE Minutes per Week Override

Exclude
☐

JTED
☐

Dual Credit
☐

Ed-Fi Term Descriptor Override
☐

CTE Alternate Credit
☐

Teacher Display Name
Staff, Samuel

Lunch Count
☐

Milk Count
☐

Adult Count
☐

Custom Count 1
☐

Custom Count 2
☐

Custom Count 3
☐

Skinny Seq
☐

Advisory
☐

External LMS Exclude
☐

Homeroom
☒

Homebound Course Section Creation

Homebound Enrollments

Tool Search: Enrollments

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 Enrollment Information

Enrollment ID 936437

Calendar

2022 - Elementary

Schedule (read only)

Main

*Grade

02

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

Local End Status

Select a Value

State Start Status

E1: 1st AZ enroll, from same school

State End Status

Start Comments

End Comments

Rolled From Enrollment ID: 812685

Enrollment Record

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.

General Enrollment Information

Enrollment ID 1107926

Calendar

22-23 Chandler High School

Schedule (read only)

Main

*Grade

12

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

E12: 5th year, 1st enroll from same school**

Local End Status

Select a Value

State Start Status

E12: 5th

State End Status

Start Comments

End Comments

New

Save

Delete

Print Summary Report

Documents

Homebound Summary

| Start Date | End Date |
|------------|------------|
| 09/15/2022 | 12/15/2022 |

Homebound Detail

*Start Date

09/15/2022

End Date

12/15/2022

Comments

illness

Modified By: Administrator, System 09/12/2022 03:47 PM

District Defined Elements

from Enrollment ID: 964991

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

State Reporting Fields

*Local 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

Available Local Service Types

Set the **Attendance Type** to **017: Positive**.

State Reporting Fields

*Local Service Type

P: Primary

Attendance Type

017: Positive

Withdrawal Reason

Previous School State

Select a Value

Previous LEA (Charter)

State Exclude

Graduation (Year End Status)

Serving District

Select a Value

Total CTE Hours

Total CC CTE Credits

Enrollment Attendance Type

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

State Reporting Fields

*Local Service Type

P: Primary

*Attendance Type

017: Positive

Withdrawal Reason

Previous School State

Select a Value

Previous LEA (Charter)

Resident School

Select a Value

State Exclude

Serving District

Select a Value

Total CTE Hours

Total CC CTE Credits


| Effective Date | Resident District | FTE | Tuition Payer | Special Enrollment |
|----------------|-----------------------|-----|-------------------------------|--------------------|
| 08/02/2024 | UNIFIED DI(070280000) | 75% | 2: Privately paid tuition | 2: CECB |
| 10/16/2024 | UNIFIED DI(070280000) | 50% | 7: Other State funded formula | 3: Open 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.



Schedule ☆

Student, Matthew M
Grade: 02 #123456
DOB: 11/09/13

VIRTUAL LEARNING CONSENT

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) |
|----------|--|--------------------------------------|--------------------------------------|--------------------------------------|
| AM | 99HMB-1 HOMEBOUND Staff, Nolan Start: 7/21/2021 | 99HMB-1 HOMEBOUND Staff, Nolan | 99HMB-1 HOMEBOUND Staff, Nolan | 99HMB-1 HOMEBOUND Staff, Nolan |
| PM | 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 |

Student Scheduled into Homebound Course

Other Homebound Information

[Homebound Attendance](#) | [Homebound Calendars](#)

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
 - 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.

Infinite Campus

Calendar Information ☆

Scheduling & Courses > Calendar Setup > Calendar Information

Save

Mark for Deletion

Calendar Info

Calendar ID

3759

Name

Elementary - HH

Start Date

07/01/2021

Student Day (instructional minutes)

360

Whole Day Absence (minutes)

360

Type

Instructional

Require Student Assignment

Comments

rolling 10/09/2020 08:28 AM

Track

Attendance Type

017: Positive

Attendance Calculation

HW: Half Day/Whole Day

Days Per Week

5DayAllGrades: 5-Day calendar for all grades

Student Brain Honey DomainID

Staff Brain Honey DomainID

EdFi CalendarID

4242-5121-5DayAllGrades-3801

School

80116 Andersen Elementary School (schoolID:36)

Number

Sequence

1

End Date

08/30/2022

Teacher Day (minutes)

480

Half Day Absence (minutes)

239

Summer School

Exclude

School Choice

External LMS Exclude

Attendance Type Selection on Calendar