

## FALL 2007 – MPAAA – SPECIAL EDUCATION PUPIL ACCOUNTING ISSUES

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### Homebound or Hospitalized Pupils

Pupils with written certification from a physician that the pupil has a medical condition requiring the pupil to be hospitalized or confined to home during school hours for a period of longer than five (5) days.

Regular Education Pupil – to be counted in membership the pupil must receive two (2) 45 minute periods of instructional service a week from a certified teacher or substitute teacher with an appropriate permit. If this requirement is met, the pupil is counted as 1.0 FTE. If this requirement is NOT met, there is no membership counted. (Pupil Accounting Rule 340.5)

Special Education Pupil – the pupil's IEP must reflect the requirement for homebound or hospitalized services. To be counted in membership the pupil must receive two (2) one hour NON-consecutive instructional periods a week from a certified special education teacher. If this requirement is met, the pupil is counted as 1.0 FTE. If this requirement is NOT met, there is no membership counted. (Special Education Administrative Rule 340.1746)

Can a non-special education teacher or properly certificated substitute teacher provide homebound services to a special education pupil?

When a special education pupil requires homebound or hospitalized services, a new IEP must be done. The new IEP will determine whether the child needs services from a special education certified teacher or not.

If the IEP does not require a certified special education teacher, is the pupil still counted as special education?

Homebound or hospitalized instructional services are defined as related services so that all special education pupils continue to be counted on their normal teacher's caseload. If the pupil receives the required number of instructional services as described above, the FTE is reported as to what was being provided prior to the initiation of homebound or hospitalized services.

The resident district is responsible for the provision of homebound or hospitalized services and may provide these services by assigning a teacher or substitute teacher employed by the district; by contracting with another district or intermediate district for the provision of the services; or by contracting with the hospital or treatment center which employs a certificated teacher.

*Department of Education Contact for Homebound/Hospitalized –  
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## **Home-based Education – District Disciplinary Action**

Section 6(4)(u) of the State School Aid Act states that as a result of a disciplinary action, a district determines that the best instructional placement for a pupil is in the pupil's home, then the district may count the pupil in membership on a PRO RATA basis.

Requirements to count this pupil include:

- At least 2 non-consecutive hours of instruction per week by a certificated teacher
- The course content and materials used must be comparable to those provided in the district's alternative education program
- Credit earned is awarded and placed on the pupil's transcript

Membership is calculated by dividing the annualized number of instructional hours scheduled and provided by the minimum instructional hour requirement.

Special Education Pupil – This is a change of placement for the special education pupil and must be accompanied by a new IEP which reviews whether the behavior was a manifestation of the disability. The IEP will determine whether the instruction is to be provided by a special education teacher or a regular education teacher. The pupil is counted on the original teacher's class list.

## **Home-based Education – Mandatory Expulsion**

Pupils expelled under Sections 1311 and 1311a (includes weapons, arson, criminal sexual conduct and physical assault against a teacher by a pupil 6th grade or above) of the Revised School Code may be provided with an educational program and counted for membership. These pupils must receive at least two (2) one hour periods of instruction per week in an INDIVIDUAL setting from a certificated teacher or substitute teacher with an appropriate certificate.

Requirements to count this pupil include:

- The course content and materials used must be comparable to those provided in the district's alternative education program
- Credit earned is awarded and placed on the pupil's transcript

Membership is a 1.0 FTE. If the pupils receive this instruction in a group setting, then the membership is calculated on a pro rata basis, taking the number of hours provided divided by 1,098.

Special Education Pupil – This is a change of placement for a special education pupil and must be accompanied by a new IEP. The IEP will determine what services will occur in the alternative educational setting and who will provide such services.

## **Special Education Pupils IEPC'd to Less than a Full Day of Instruction**

IDEA 34 CFR Section 300.347 indicates the number of hours of instruction, days of instruction, or both, for a student with a disability should be greater or less than those required generally under other laws, such determination must be made on an individual basis by an IEP team. Thus, special education pupils are to attend the same number of days and hours as is required of any pupil to be counted for a full FTE.

The IEP team may shorten the school day for a pupil with disabilities on an individual pupil basis. If the IEP team shortens the day for a medical or emotional reason, the pupil is eligible to be counted for a 1.0 FTE (see Pupil Accounting Rule R340.5(f)). The medical or emotional reason should be documented in the pupil's record or IEP. Such documentation should be done by medical or psychological personnel.

This DOES NOT apply to the following situations:

- Pupils disciplined for behavioral problems or those suspended or expelled
- Pupils who do not need a full day of instruction to acquire enough credits to graduate
- Pupils who spend part of their day employed
- Pupils who qualify as reduced schedule pupils

*August, 2007*  
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