

**ST LUCIE PUBLIC SCHOOLS**  
**HOMEBOUND/HOSPITALIZED SERVICE PAY/ATTENDANCE LOG**  
 A RECORD OF HOME INSTRUCTION TEACHER SERVICES

Teacher: \_\_\_\_\_ Last 4 SS#: \_\_\_\_\_

Student: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Student's Home School: \_\_\_\_\_ Grade: \_\_\_\_\_

Weekly Assigned Number of Hours: \_\_\_\_\_

Day(s) and time(s) of the week student was served. **PARENT/GUARDIAN SIGNATURE REQUIRED DAILY.**

| Date      | Time (from/to)         | Total Hours | Attendance | Parent/Guardian Signature (Complete First and Last Name) |
|-----------|------------------------|-------------|------------|--|
| Monday    | ____:____ to ____:____ | _____       | _____      | _____  |
| Tuesday   | ____:____ to ____:____ | _____       | _____      | _____  |
| Wednesday | ____:____ to ____:____ | _____       | _____      | _____  |
| Thursday  | ____:____ to ____:____ | _____       | _____      | _____  |
| Friday    | ____:____ to ____:____ | _____       | _____      | _____  |

**Total time is calculated in 15-minute intervals. Payroll only accepts total time reported in 15-minute interval format; therefore, refer to the chart when recording and calculating instructional time.**

| Minutes | Conversion |
|---------|------------|
| 15      | .25        |
| 30      | .50        |
| 45      | .75        |

**I certify that the above services were provided by me as indicated**

\_\_\_\_\_  
 Teacher Signature Date

\_\_\_\_\_  
 Program Specialist Signature Date

\_\_\_\_\_  
 ED/Director Approval Date

Total Hours + \_\_\_\_\_

@\$ \_\_\_\_\_/hr= \_\_\_\_\_

**EO1** = Register an EO1 for the Initial date of service.

**Blank** = Indicates the teacher visited the student and provided instruction for that day.

**E** = Indicates an excused absence – the teacher was notified of a medical related absence and the visit will be rescheduled during the current week.

**U** = Indicates an unexcused absence – the teacher visited the student, but the student was unavailable for instruction and the visit was not rescheduled for the current week.