

## Sample Homebound Notes for [Student Name]

*Homebound students often need help setting goals and keeping goals. It's important also to log materials I ferry between student and school, time, and observations for the student's parents, teachers, and guidance counselors.*

**Parents:** [Name]; [Address]. **[Phone]**

**Email:** [email]

**School:** [] High School

**Advisor:** [advisor], [phone] [email] [address] Guidance Office

**Background:** [] Surgery; Pain. Avoid long sessions, early sessions. In school ~8 days ~October. Interested in help with Pre-Calc, Astronomy, and Computer Technology. OK with AP US History, AP English, & Humanities.

**Pre-Calculus** – [Teacher] – [email] [phone]

**Homebound Aide:** Greg Johnson, [phone], [email]

### Greg's To-Do's

- T 11/15 Send e-mail to teachers introducing my responsibilities. 2 of 5 replied in 24 hrs.
  - T 11/15 Meet with [Student] for first time. Tutored pre-calc. [1 hr]
  - W 11/16 Check out Pre-Calc text from [] HS.
  - W 11/16 Review polynomial division, log/exp
  - W 11/16 [Student] email address & regularity of reading? Provide my own info (above).
  - W 11/16 Tell [Student] Greg cannot come Thursday eve 11/17.
  - W 11/16 7:00 Tutored pre-calc. [1 hr]
  - R 11/17 Refresh Ch 3 "Polynomial & Rational Functions". P 292+.
  - F 11/18 4:00 [1 Hr]
  - M 11/21 ~ 11:30 Check on Astronomy & Math at RB
  - M 11/21 3:30 [.5 Hr]
  - M 11/28 12:00 [.25 Hr] Transported to [Student] a CD from Astronomy teacher and worksheets from Humanities teacher.
  - R 12/01 7:30 [1.5 Hr] Worked math 4.5, 4.6. News: [Student] will have additional medical procedures 12/02. [Student] is dropping all current courses except Pre-Calculus. She is taking MU Distance Ed courses in [subjects] to complete in [month].
  - R 12/01 E-mail [Teacher] to provide a list of what [Student] owes him, copies of worksheets, and copies of exams to administer.
  - F 12/02 Propose a schedule of make-up exams and homework so ASAP [Student] will be synchronized with RB; health allowing by Finals, Jan 10-12. Reserve specific times for homebound visits on days after math classes. If health allows, [Student] may start rejoining class when 3<sup>rd</sup> quarter begins Tuesday 1/17.
  - F 12/02 E-mail other teachers, thank 'em for their help.
- ... etc. ...

**PRE-CALCULUS SCHEDULE**

| Date  | Pre-Calc Finishes                  | [Student] Finishes                                 | Mr.J. | Hrs  | Notes   |
|-------|------------------------------------|--|-------|------|---|
| 11/15 | 4.4                                |  | 7:00  | 1.00 | First Meet Mr. J.                               |
| 11/16 | -                                  |  | 7:00  | 1.00 |   |
| 11/17 | ►4.5                               |  |       |      |   |
| 11/18 | -                                  |  | 4:00  | 1.00 |   |
| 11/21 | 4.6                                |  | 3:30  | 0.50 |   |
|       | <b>&lt;Thanksgiving Recess&gt;</b> |  |       |      |   |
| 11/28 | 4.7                                |  |       |      |   |
| 11/30 | 4.8, 4.9                           |  |       |      |   |
| 12/1  | -                                  | ►4.5 (p 349-350).                                  | 7:00  | 1.50 | Worked 4.4-4.6                                  |
| 12/2  | Ch 4 Review due.<br>Ch 4 Test      |  |       |      |   |
| 12/3  | -                                  |  |       |      |   |
| 12/4  | -                                  |  |       |      |   |
| 12/5  | -                                  |  | 5:30  | 1.00 |   |
| 12/6  | Read 5.1                           |  |       |      |   |
| 12/7  | -                                  |  | 4:30  | -    |   |
| 12/8  | snow day                           |  |       |      |   |
| 12/9  | -                                  |  | 4:30  | -    |   |
| 12/10 | -                                  |  |       |      |   |
| 12/11 | -                                  |  |       |      |   |
| 12/12 | 5.1                                |  | 5:30  | -    |   |
| 12/13 | -                                  |  |       |      | Recvd tests from [teacher] ,notified [student]. |
| 12/14 | 5.2                                | Ch 4 except 4.7;<br>Ch 4.4-4.7 Take<br>Home Quiz 2 | 5:30  | 1.00 |   |
| 12/15 | -                                  |  |       |      |   |
| 12/16 | 5.3                                | <b>Ch 3.4-3.6 Quiz</b>                             | 5:30  | 1.00 | Class uses 45-60 min for a quiz.                |
| 12/17 | -                                  |  |       |      |   |
| 12/18 | -                                  | <b>Ch 3 Test</b>                                   | 1:00  |      | Class uses 95 min for a test.                   |
| 12/19 | -                                  | <b>Ch 4.1-4.3 Quiz 1</b>                           | 3:30  |      |   |
| 12/20 | <b>Quiz 5.1-5.3</b>                |  |       |      |   |
| etc   | ...                                |  |       |      |   |

**PRE-CALCULUS ASSIGNMENTS FROM TEACHER**

- F 11/11 4.4. p 341 #5-31 (odd),35-49 (odd),50,57-67 (odd) p 330 #32,34,46,68,78 due at the end of the hour Study for Tuesday's quiz (sections 4.1-4.3)
- T 11/15 4.5. p 349 #1-7,11,15-21,27-31,37-41,49-53,59-61 (odds only on all problems)
- R 11/17 4.6. Finish problems from section 4.5 p 357 #3-9,13-23,27-31,37,39,43,45,49-51 (odds only)
- M 11/21 Chp 4 Take-Home Quiz 2.doc (40.5 Kb)
- M 11/21 4.7. p 367: #1,3,9,11,13,17,21,23,25 The Take Home Quiz above is due on Monday at the beginning of the hour. The test over chapter 4 will be on Friday, Dec. 2.
- etc ...

[Similar tracking of student goals and progress for other classes]