



Registrar Instructions - Home & Hospital

Dear Registrars,

Thank you so much for your help with the Home & Hospital program! We need you and know you do so much for all of the students at your school!

The following are some steps to guide you when students are placed on long term Home & Hospital:

1. Students on LONG TERM Home & Hospital in grades 9-12 will have their class schedule reduced to the 4 basic classes (Language Arts, Science, Math and History). This acts as a placeholder schedule, keeping them as a full time student in the system and allowing for you to add grades later for classes/packets they complete under the guidance of their Home & Hospital Teacher.
2. If the Home & Hospital student is in grades 9-12, the four basic classes they are enrolled in should list the course teacher as their assigned District Home & Hospital teacher IF the Home & Hospital teacher has a Cactus ID. IF they DO NOT have a Cactus ID you can list Sharon Jensen as the teacher.
3. **Please note: Students receiving H&H services, Long Term or Short Term, never receive an F as their grade in any of their classes.** They can receive a P, a grade they earn for the quarter, or an NC for No Credit. This gives them the opportunity to try to make up the credits at a later date.
4. The district Home & Hospital personnel will gather the grades for long term Home & Hospital students each quarter from the Home & Hospital teachers and turn them into you at the end of each quarter. You will record them in Skyward and on their transcripts. Their grades will be sent to you on a Home & Hospital form individually for each student.

Thank you so much for all you do for your schools and students. We couldn't do it without you! If you have any questions please feel free to contact me.

Warm Regards,
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