



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 7-12 will have their regular classes at the school dropped and a new H&H schedule will be built. The courses and teachers to add to their schedule will be sent to you via email. This keeps them as full time students in the system and allows for you to add grades later for classes/packets they complete under the guidance of their Home & Hospital Teacher.
2. Long term Home & Hospital students in grades 7-12 should have a full schedule (7 classes in grades 7-9, 8 classes in grades 10-12). Each district H&H teacher is licensed and has a valid Cactus ID for you to add them as directed as the course 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 be awarded a P for Pass, 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. District Home & Hospital personnel will gather the grades for long term Home & Hospital students each quarter from the district 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 uniform Home & Hospital grade form for each student individually.

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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