



**To: Parents requesting Homebound Instruction for their child**

**From: Melissa Mendenhall, Case Manager  
Student Services**

**Date: \_\_\_\_\_**

**Re: Procedure for requesting Homebound Instruction**

1. Call the District Office to request form for doctor to fill out. (803) 321-1363
2. Information needed:
  - child's name
  - school child regularly attends
  - child's grade level
  - reason for request
  - parent/guardian signature
3. I will mail you or you can come to the Student Services Office to pick up:
  - a. the instruction memo for the doctor
  - b. the form for the doctor to fill out
  - c. the parent/student info form for you to fill out
4. You are to **sign** the release section of the Medical Homebound Instruction Form and give the doctor the Instructions for Doctor memo with the homebound form for him to fill out and to return to me. If you and the doctor agree, he can give you the completed form for you to return to me. It can be returned to me whichever way is most expedient.
5. You are to fill out the parent/student information form and return to me by mail:

School District of Newberry County  
Student Services Office  
Attn: Melissa Mendenhall  
P. O. Box 718  
Newberry, SC 29108

or hand-deliver to me

at the Student Services Office located at  
3321 Main Street (in the Learning Center)  
Newberry, SC 29108

6. Any questions, please call me at (803) 321-1363
7. Forms are to be filled out, signed, & returned as expediently as possible to avoid delays in student receiving homebound instruction.