

Sussex County Educational Services Commission
Office of Non Public
18 Gail Court
Sparta, New Jersey 07871
Phone: 973-579-6980; Fax: 973-579-1086

Andrea Romano
Superintendent

Jennifer Cook
Principal

Erin Siipola
Business Administrator

REQUEST FOR HOME INSTRUCTION

To: Administrators

From: Andrea Romano, Superintendent

Re: Procedures for requesting Home Instruction

The Sussex County ESC provides home instruction for eligible students who cannot attend school because of illness or injury. Eligible pupils are those students who will be out of school for a period of at least two weeks and whose illness or injury must be certified by a letter from a physician stating diagnosis, duration and specific request for home instruction.

As soon as you know the student will be out for at least two weeks or longer, you should immediately complete the forms so that instruction may be authorized.

For Non-Public school students:

1. Physician's form or letter from doctor
2. Home instruction request form completed by the School Administrator
3. NJDOE 407-1 form for 192 Services signed by the parent/guardian.

For Public school students:

1. Please complete the request for home instruction
2. Copy of Physician's form or letter from doctor
3. Send directly to Kathleen Fugaro or faxed to 973-579-1086
4. Confirmation of Home Instruction Form completed and signed by SCESC/school district

All items will need to be mailed directly to: SCESC, 18 Gail Ct. Sparta, NJ 07871

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REQUEST FOR HOME INSTRUCTION

Resident District _____

Student name _____ DOB _____

Parent/Guardian Name _____

Home address _____

Home Phone _____ Cell Phone _____

School Name _____ Grade _____

School counselor: _____ Telephone _____

Nature of illness: _____ Duration _____

Doctor's Note **Yes** No

Classification (if applicable) _____ # of Hours Week _____ 10
requested _____

Special arrangements: _____

Instruction provided at Home Hospital _____ other location _____

Assignments and/or textbooks will be provided by the school to the parents or home
instruction teacher in the following subjects: (attach student schedule)

**** A responsible adult must be at the home during the instruction provided by SCESC staff****

Parent Signature Date

Principal Signature Date

Signature of Person Authorizing instruction and Payment of services **Date**

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SUSSEX COUNTY ESC HOME INSTRUCTION COMMUNICATION INFORMATION FORM

It is in the best interest of the student in need of home instruction services if a positive communication and collaborative working relationship can be maintained. It is most desirable that the textbooks, classroom assignments, quizzes, tests, answer keys, and scoring rubrics for written assignments are available to the Home Instructor.

District Information

Resident district: _____

Date of referral _____

Student name _____ DOB _____

Parent/Guardian Name _____

Home address _____

Home Phone _____ Cell Phone _____

School Name _____ Grade _____

School counselor: _____ Telephone _____

NJ Smart ID Number _____ Grade _____

Administrative Contact _____ phone _____ email _____

Guidance Counselor _____ phone _____ email _____

Content Area Information

Teacher name	Email	Notes:

SUSSEX COUNTY ESC USE ONLY

Service start date: _____ Service Termination date _____

Home Instructor Assigned:

Teacher name	Content Area	Telephone	Email	Notes:

Non Public Services
 18 Gail Court
 Sparta, New Jersey 07871
 Phone: 973-579-6980; Fax: 973-579-1086
 Andrea Romano
 Superintendent

HOME INSTRUCTOR CONFIRMATION FROM DISTRICT

To: Director of CST _____

From: Andrea Romano, Superintendent

Date: _____

Re: Confirmation of Home Instruction

Student Name:	
Grade:	
NJ SMART ID #	
Address:	
Telephone:	
Guidance Counselor:	
Start Date:	
End Date:	

Subject	Hours per Week	Total Hours Approved