

Manhattan Beach Unified School District
 Manhattan Beach Middle School (MBMS)
 Home and Hospital Instruction Grade Report
 (To be completed when a student finishes a grading period.)

DATE: _____ GRADE LEVEL: _____

STUDENT NAME: _____

Please circle the trimester below.

Course Name (please be specific, e.g. English, Math, Social Science, and Science)	Trimester	Grade
	1 2 3	
	1 2 3	
	1 2 3	
	1 2 3	
	1 2 3	
	1 2 3	

Home Teacher Name (please print): _____

Home Teacher Signature: _____

Procedure Checklist

- 1 Counselors will notify District Office Student Services Executive Assistant (Charlene Lawrence , Ext. 5971) an MBMS Office Manager when a parent/guardian has requested home and hospital instruction for their student.
- 2 The Student Services Executive Assistant will notify the Office Manager at the middle school by email as soon as home and hospital instruction request has been approved by the Director of Student Services.
- 3 Home teachers will contact the student's academic counselor to obtain teacher of record information.
- 4 ALL home instruction teachers for the student will submit grades to the Student Services Executive Assistant.
- 5 The Student Services Executive Assistant will email grades to the Office Manager at the middle school at the end of each trimester, as needed.
- 6 The Office Manager at the middle school will add the grades to the student's file.