

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

DATE: _____

GRADE LEVEL: _____

STUDENT NAME: _____

Please circle the quarter or semester below.

Course Name (please be specific, e.g. Language, Reading, Math, Social Studies, Science, etc.)	Quarter	Semester	Grade
	1 2 3 4	1 2	
	1 2 3 4	1 2	
	1 2 3 4	1 2	
	1 2 3 4	1 2	
	1 2 3 4	1 2	
	1 2 3 4	1 2	

Home Teacher Name (please print): _____

Home Teacher Signature: _____

Procedure Checklist

- 1 Principal/Office Manager will notify District Office HR/Student Services Executive Assistant (Charlene Lawrence , Ext. 5971) when a parent/guardian has requested home and hospital instruction for their student.
- 2 The Student Services Executive Assistant will notify the Principal/Office Manager at the elementary school by email as soon as the home and hospital instruction request has been approved by the Director of Student Services.
- 3 Home teachers will contact the Office Manager 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 elementary school at the end of each quarter or semester, as needed.
- 6 The Office Manager at the elementary school will add the grades to the student's file.