

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

DATE: _____

GRADE LEVEL: _____

STUDENT NAME: _____

Each semester grade will be worth five (5) credits unless otherwise noted.

Please circle the quarter or semester below.

Course Name (please be specific, e.g. English 10; Algebra 2, etc.)	Quarter	Semester	Grade	Credits
	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 Counselors will notify District Office HR/Student Services Executive Assistant (Charlene Lawrence , Ext. 5971) and Mira Costa Administrative Assistant (Jan Norris, Ext. 5020, fax 303-3814) when a parent/guardian has requested home and hospital instruction for their student.
- 2 The Student Services Executive Assistant will notify the Administrative Assistant at the high 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 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 Administrative Assistant at the high school at the end of each quarter or semester, as needed.
- 6 The Administrative Assistant at the high school will add the grades to the student's file.