



School Instructions Related to Students With Long-Term Medical Conditions

A long-term provider note (Certificate of Incapacity) is necessary when a student has been injured or suffers from an illness and is *anticipated* to be absent for a minimum of 20 instructional days over the course of the school year. 511 Indiana Administrative Code (IAC) 4-1.5-9 requires a school to provide instruction to students under these circumstances if the parent or guardian provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition.

This long-term medical documentation provides information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student is also a student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences.

Attendance Reporting For Hospitalized or Homebound Students

Please see below for reporting students who are hospitalized for an indefinite period of time or the student is on homebound instruction and receiving instruction from a licensed teacher through the school district or by a third party by contract or agreement. Students who are absent and not expected to miss 20 days, should have attendance recorded as determined by local policy.

- The student would be considered in attendance; see 511 IAC 7-32-45, 511 IAC 7-42-11 and 511 IAC 7-42-12.
- Homebound instruction under the provisions of Article 7 has a distinct requirement for the parent to provide a statement from a licensed health care professional. If the school has not implemented a homebound program, then the student is absent.
- Report "In Attendance" for each day the student is expected to and receives in-person homebound or hospitalized instruction from a teacher.
- Report "Virtual" for each day the student receives homebound or hospitalized instruction 'virtually;' meaning, the student and teacher are separated by time, space, or both.
- Report "Excused Absence or Unexcused Absence" if the student is unable to receive expected homebound or hospitalized instruction for that day.

There is not a state-issued or form that is required to be used. However, the form below can be utilized for students under these circumstances.

INSERT SCHOOL LETTERHEAD

Sample Extended Absence Provider's Note

The student below has been seen by a licensed healthcare provider who has prescriptive authority. This report offers important medical information for school personnel.

Student Name: _____ School: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____

Medical Information

Primary Diagnosis:

Date Illness/Injury Began: _____

Number of Days Student Can Be Expected to Miss School:

- 1 - 10
- 10 - 20
- 20+

Will days be expected to be consecutive or intermittent?

- Consecutive
- Intermittent

INSERT SCHOOL LETTERHEAD

Possible Modifications During Treatment or Recuperation

- Student May Return To School On the Following Date: _____
- Modified School Day (Describe): _____
- May Not Participate in Gym/Physical Education Until: _____
- Modified Gym/Physical Education Until: _____
- May Not Participate in Recess Until: _____
- Modified Recess Until: _____
- Transportation Needs (Describe): _____
- Mobility Issues (Describe): _____

- Modified Attendance for Follow Up Appointments and/or Treatment (Describe anticipated number and length of appointments or treatments):

- Consolidation and Prioritization of Schoolwork when Absent or Hospitalized: _____
- Extended Time for Homework, Quizzes, and Tests: _____

Other Recommendations

Provider Name (Print)

Provider Signature

Date

Telephone