

# IMPORTANT NOTICE

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- **Prior to working for the ESE Hospital Homebound Program, you must submit a Temp Screen Creation Sheet and a Part-Time Teachers Responsibilities Form for Payroll purposes. Your Employee Identification Number must be on all correspondence.**
- **If you are a Full-Time employee with the School District, you must complete the Temp Screen Creation Sheet and the Part-Time Teachers Responsibilities Form in order for Payroll to set up a Temp Payroll Screen for you.**
- **It is imperative that you submit your Attendance Roster/Payroll Sheet prior to the payroll cutoff date. If your payroll sheet is received past the payroll due date, it will be processed as a late pay with no guarantee when you will be compensated. Thank you in advance for your cooperation**

# PAYROLL INSTRUCTIONS

## SCHOOL YEAR 2011 - 2012

Prior to submitting the “*Hospital Homebound Attendance Roster*” a teacher must fax or mail a completed *Temp Screen Creation* form and a *Home Teacher Responsibilities* Form to the Hospital Homebound office. Failure to submit both forms will cause your pay to be delayed.

- **You must submit a separate “*Attendance Roster /Payroll Sheet*” for each student you teach.**
- *Attendance Roster/Payroll Sheet* cannot contain data for more than one pay period.
- **All identifying information for both the instructor and the student MUST be completed on each sheet.**
- A parent or guardian must verify by signature that the instructor was present for the time listed by signing on the appropriate date. If the student was marked absent the parent must also verify the absence by signing on the date that corresponds to the date of the absence.
- **If you teach more than one student during the payroll period you must also submit a Multiple Student Roster along with the attendance sheets for the payroll period.**
- Incomplete forms will be returned to you for corrections. Your pay for that period cannot be processed until you return the corrected forms to the Hospital Homebound office.
- **If report cards or mid -term grades are not received on or before the date listed on the “*Homebound Attendance Roster/ Payroll Sheet*” your pay will not be processed until the grades are received.**

You must send a *Temp Screen Creation* Sheet for every student you teach. This will be our way to verify with the Payroll Department that you do indeed teach the student. You will not be paid for that student until the sheet is submitted to the Hospital Homebound Instruction Program. We will forward the documentation to payroll so you can be paid.

If your circumstances change and you find another teacher to work with your student(s):

1. You must submit a “*Hospital Homebound Instructor Change*” sheet for each student.
2. The new teacher must submit a “*Temp Screen Creation Sheet*” for each student.

### **Payroll Questions:**

**IMPORTANT NOTE:** All Attendance Rosters/Payroll Sheets must be submitted by the Payroll Due Date. If Attendance Rosters/Payroll Sheets are received past the Payroll Due Date, this will result in a late pay. Please contact Patti Zanfardino, 684-5192 or PX 4-5192 if you have any questions.

Thank you

**TEMP CREATION SHEET**

**ESE HOSPITAL HOMEBOUND PROGRAM**

**SCHOOL YEAR 2011 - 2012**

PLEASE FILL OUT A TEMP SCREEN CREATION SHEET FOR EACH STUDENT YOU ARE SERVICING.

Your application cannot be processed until both the Temp Screen Creation Sheet and the Part-Time Teachers Responsibilities Sheet have been submitted to the Hospital Homebound office.

**It is extremely important that all of this information be received no later than the dates specified on your Attendance Roster/Payroll Sheet for Hospital Homebound Instructors to ensure the student is scheduled correctly.**

Date: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

**Employee Identification Number** \_ \_ \_ \_ \_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: FL Zip: \_\_\_\_\_

School Name: \_\_\_\_\_

School Phone: \_\_\_\_\_

School Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Geographic Areas of Preference: \_\_\_\_\_

\_\_\_\_\_

Areas of Certification: \_\_\_\_\_

THE INSTRUCTOR WILL BE WORKING WITH THE FOLLOWING STUDENT:

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Student Number: \_\_\_\_\_

Hospital Homebound instruction for the student will begin: \_\_\_\_\_

Date: (MM/DD/YY)

The student is scheduled for \_\_\_\_\_ minutes/week.

**FAX OR PONY THIS FORM TO PATTI ZANFARDINO FOR PROCESSING. FAX NUMBER 684-5214 OR PX 4-5214  
PONY: MCKESSON BUILDING, ESE HOSPITAL HOMEBOUND PROGRAM.**

## Part-Time Teachers Responsibilities Form

**Please read, sign and return this sheet with your Temp Screen Creation Sheet.**

**Your application for teaching cannot be processed until both the “Temp Screen Creation Sheet” and the “Home Teachers Responsibilities Form” have been received in the Hospital Homebound office.**

### **Attendance rosters**

- Attendance Rosters/Payroll Sheet must be turned in on or before the due date. Attendance Rosters/Payroll Sheets received after the due date will be processed as late pay. Late Attendance Rosters/Payroll Sheets have to be hand calculated, verified, and signed by the Hospital Homebound administrator before they can be sent to Payroll with no guarantee when you will be compensated

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### **Grade reports**

- **Grade reports must be turned in on or before the due date.**
- **Payroll for the pay period cannot be processed until your grades are received.**

### **All Attendance Rosters/Payroll Sheets must be signed by the teacher**

- All Attendance Rosters/Payroll Sheets must be signed by the teacher. The Attendance Roster/Payroll Sheet is an auditable document which is a legal document. Unsigned payroll rosters will be returned to the teacher for the teacher’s signature which will cause your pay to be late since we cannot submit unverified payrolls.

Please note: The parent/guardian signature is legal verification that the instruction has taken place. It is against the law to ask a parent/guardian to verify the Attendance Roster prior to the instruction taking place. Parents/guardians have been informed that it is illegal to sign the form prior to the instruction taking place.

### **All Attendance Rosters/Payroll Sheets must be signed by the parent/guardian**

- The parent/guardian signature will verify the date and time instruction took place. The Attendance Roster/Payroll Sheet is an auditable document which is a legal document. Unsigned payroll rosters will be returned to the teacher for the parent’s/guardian’s signature.

Lesson plans and/or objectives must be stated in the space provided on each Attendance Roster.

The teacher is to teach for the entire time they are contracted to teach the student. Parents/guardians are aware of the length of service their child should receive weekly.

**Instructional time cannot be made up if the parent cancels a session.**

**If you cannot make a scheduled time, it is the teacher’s responsibility to call the parent to reschedule the time missed.**

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Signature

Date

# INSTRUCTOR CHANGE 2011 - 2012 HOSPITAL HOMEBOUND

It is extremely important that this information be returned to Hospital Homebound within two school days so the new instructor can be paid.

Date: \_\_\_\_\_

The following Hospital Homebound student's Instructor has been changed as follows:

Student's Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Student's School Name: \_\_\_\_\_

Previous Teacher Hospital Homebound Instructor's Name:

\_\_\_\_\_

Last Name	(Print)	First Name	(Print)
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Previous Employee Identification Number: \_ \_ \_ \_ \_

The New Hospital Homebound Instructor **MUST** complete a Hospital/Homebound Temp Screen Creation Sheet and a Part-time Teachers Responsibilities Form in order to activate their payroll screen.  
Please call Patti Zanfardino PX 4-5192 or (561) 684-5192 if you have any questions.

New Hospital Homebound Instructor's Name:

\_\_\_\_\_

Last Name (Print)	First Name (Print )
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New Employee's Identification Number: \_ \_ \_ \_ \_

Location Hospital Homebound Instructor can be contacted at:

\_\_\_\_\_

School Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address of Hospital Homebound Instructor:

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

FAX OR PONY the information to Patti Zanfardino  
FAX: 684-5214 or PX 4-5214  
Pony: Hospital Homebound, McKesson Building

**PLEASE NOTE THE DIFFERENCE IN THE GRADE REPORT DATES FOR SECONDARY SCHOOL  
AND ELEMENTARY SCHOOL**

**For your convenience we have included a Master Schedule of when *payroll* and *grade reports* are due:**

- |  |   |
|--|---|
| • August 02 – 05, 2011   | Payroll due by August 05, 2011          |
| • August 14 – 27, 2011   | Payroll due by August 27, 2011          |
| • August 28 – September 10, 2011   | Payroll due by September 10, 2011       |
| • <b>Secondary 1<sup>st</sup> Quarter Progress Reports</b>               | <b>Grades due by September 14, 2011</b> |
| • September 11 – 24, 2011  | Payroll due by September 24, 2011       |
| • <b>Elementary 1<sup>st</sup> Trimester Mid- Term<br/>Grade Reports</b> | <b>Grades due by September 21, 2011</b> |
| • September 25 – October 08, 2011  | Payroll due by October 08, 2011         |
| • <b>Secondary 1<sup>st</sup> Quarter Grade Reports</b>                  | <b>Grades due by October 12, 2011</b>   |
| • October 09 – 22, 2011  | Payroll due by October 22, 2011         |
| • <b>Elementary 1<sup>st</sup> Trimester Grade Reports</b>               | <b>Grades due by October 26, 2011</b>   |
| • October 23– November 05, 2011  | Payroll due by November 05, 2011        |
| • November 06 – November 18, 2011  | Payroll due by November 18, 2011        |
| • <b>Secondary 2<sup>nd</sup> Quarter Progress Reports</b>               | <b>Grades due by November 16, 2011</b>  |
| • November 20 – December 03, 2011  | Payroll due by December 03, 2011        |
| • December 04 - December 16, 2011  | Payroll due by December 16, 2011        |
| • <b>Secondary 2<sup>nd</sup> Quarter Grade Reports</b>                  | <b>Grades due by December 14, 2011</b>  |
| • <b>Elementary 2<sup>nd</sup> Trimester Mid-Term Grade Reports</b>      | <b>Grades due by January 12, 2012</b>   |
| • January 04– January 13, 2012   | Payroll due by January 13, 2012         |
| • January 15 – January 28, 2012  | Payroll due by January 28, 2012         |
| • <b>Secondary 3<sup>rd</sup> Quarter Progress Reports</b>               | <b>Grades due by February 08, 2012</b>  |
| • January 29 – February 11, 2012   | Payroll due by February 11, 2012        |
| • <b>Elementary 2<sup>nd</sup> Trimester Grade Reports</b>               | <b>Grades due by February 15, 2012</b>  |
| • February 12– February 25, 2012   | Payroll due by February 25, 2012        |
| • February 26 – March 11, 2012   | Payroll due by March 11, 2012           |
| • <b>Secondary 3<sup>rd</sup> Quarter Grade Reports</b>                  | <b>Grades due by March 08, 2012</b>     |
| •  |   |
| • March 12 – March 25, 2012  | Payroll due by March 25, 2012           |
| • March 26 – April 08, 2012  | Payroll due by April 08, 2012           |
| • <b>Elementary 3<sup>rd</sup> Trimester Mid-Term</b>                    | <b>Grades due by April 19, 2012</b>     |
| • April 09 – April 22, 2012  | Payroll due by April 22, 2012           |
| • <b>Secondary 4<sup>th</sup> Quarter Progress Reports</b>               | <b>Grades due by April 21, 2012</b>     |
| • <b>Senior 4<sup>th</sup> Quarter Grade Reports</b>                     | <b>Grades due by April 27, 2012</b>     |
| • April 23 – May 06, 2012  | Payroll due by May 06, 2012             |
| • <b>Elementary 3<sup>rd</sup> Trimester Grade Reports</b>               | <b>Grades due by May 17, 2012</b>       |
| • May 07– May 20, 2012   | Payroll due by May 20, 2012             |
| • <b>Secondary 4<sup>th</sup> Quarter Grade Reports</b>                  | <b>Grades due by May 31, 2012</b>       |
| • May 21 – June 02, 2012   | Payroll due by June 02, 2012            |
| • June 04 – June 16, 2012  | Payroll due by June 16, 2012            |
| • June 18 – June 30, 2012  | Payroll due by June 30, 2012            |

**Payroll questions: Please call Patti Zanfardino at 684-5192 or PX 4-5192.**

**MULTIPLE STUDENT ROSTER**  
**Hospital Homebound**  
**SCHOOL YEAR 2011 – 2012**

**IMPORTANT:** Teachers working with more than one student **must** complete this Multiple Student Roster. Please fax this sheet **along with** your Attendance/Payroll Sheet to the Hospital Homebound office: **FAX # 684-5214 or PX 4-5214**

**Payroll cannot be processed until both multiple student roster and Attendance/Payroll Sheets are received.**

**Teacher Name:** \_\_\_\_\_ **Employee ID#:** \_\_\_\_\_

**PAYROLL PERIOD:**      **BEGINNING DATE:** \_\_\_\_\_      **ENDING DATE:** \_\_\_\_\_

<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>
<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>	

<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>	<b>Students</b>	<b>Hrs</b>
<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>		<b>Total Hours</b>	

**TOTAL TEACHING HOURS:** \_\_\_\_\_

**TOTAL PLANNING HOURS:** \_\_\_\_\_

**TOTAL COMBINED HOURS:** \_\_\_\_\_

**ATTENDANCE ROSTER/PAYROLL SHEET  
JULY 30 – AUGUST 12, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN : AUGUST 12, 2011

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**  
**A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 01, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 02, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 03, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 04, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 05, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 06, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
August 08, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 09, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 10, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 11, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 12, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.



**ATTENDANCE ROSTER/PAYROLL SHEET  
AUGUST 13– AUGUST 26, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: AUGUST 25, 2011 (EARLY PAYROLL CUT OFF)

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					August 13, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
August 15, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 16, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 17, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 18, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 19, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 20, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
August 22, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 23, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 24, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 25, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 26, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	<div style="text-align: center;">  <p><b><u>PAYROLL ENDS</u></b> <b>AUGUST 25, 2011</b></p> </div>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

**ATTENDANCE ROSTER/PAYROLL SHEET  
AUGUST 27– SEPTEMBER 9, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **SEPTEMBER 09, 2011**


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					August 27, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
August 29, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 30, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	August 31, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 01, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 02, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 03, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
September 05, 2011  <b>HOLIDAY</b>	September 06, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 07, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 08, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 09, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	  <b><u>PAYROLL ENDS</u></b>  <b>SEPTEMBER 09,</b> <b>2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

**SECONDARY FIRST QUARTER PROGRESS MUST BE SUBMITTED TO THE ESE HOSPITAL  
 HOMEBOUND OFFICE BY 3:00 P. M.  
 TUESDAY, SEPTEMBER 14, 2011**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

First Quarter Progress Report, August 18, 2011 to September 17, 2011

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	1 <sup>st</sup> Qtr Progress Report	Days Absent

Comments:

**Hospital Homebound Instruction Program office  
 1400 Florida Mango Road, West Palm Beach, Florida 33409 PX 561-684-5214  
 or PX 4-5214**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary School Mid-Marking Period  
 Progress Report**

Complete and sign the bottom portion of this report. Detach the bottom portion along the dotted line and return only the bottom portion to your child's homeroom teacher.

STUDENT (last, first, middle initial)	GRADE	TEACHER	DATE / /
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO. ( ) -	

Currently, your child:

- is meeting grade level academic standards.
- is not meeting grade level academic standards in the following areas:
  - Reading/Literature
  - Listening, Viewing, Speaking
  - Social Studies
  - Writing/Language
  - Mathematics
  - Science
- has a Supplemental Education Plan.
- needs a Supplemental Education Plan.

There is a concern in the following area(s):

**CONDUCT AND BEHAVIOR**

- Participating in discussion/activities
- Using resources appropriately
- Using time constructively
- Working cooperatively
- Working independently
- Following rules/routines/directions
- Showing respect for others
- Resolving conflicts appropriately
- Completing assignments
- Turning in completed homework
- Attendance / tardies

**EFFORT AND PARTICIPATION**

- Art
- Music
- Physical Education
- Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A conference is requested by teacher  Yes  No

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*Detach and return this portion to your child's homeroom teacher*

I received the Mid-Marking Period Progress Report for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MI

A conference is requested with \_\_\_\_\_  Yes  No  
NAME OF TEACHER

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN DATE DAYTIME TELEPHONE NO. EVENING TELEPHONE NO.

**ATTENDANCE ROSTER/PAYROLL SHEET  
SEPTEMBER 10 – 23, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: SEPTEMBER 23, 2011


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTRUCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>ELEMENTARY 1<sup>ST</sup> TRIMESTER MID-TERM REPORT DUE September 27, 2011</b>	<b>SECONDARY 1<sup>ST</sup> QUARTER PROGRESS REPORT DUE September 13, 2011</b>				September 10, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
September 12, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 13, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 14, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 15, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 16, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 17, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
September 19, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 20, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 21, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 22, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 23, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	 <b>PAYROLL ENDS SEPTEMBER 23, 2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
SEPTEMBER 24 – OCTOBER 07, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **OCTOBER 07, 2011**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


**TEACHER NAME:** \_\_\_\_\_ **EMPLOYEE ID #** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					September 24, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
September 26, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 27, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 28, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 29, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	September 30, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	October 01, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
October 03, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	October 04, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	October 05, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	October 06, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	October 07, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	 <b>PAYROLL ENDS</b> <b>OCTOBER 07,</b> <b>2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**SECONDARY FIRST QUARTER GRADE REPORT MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 PM  
TUESDAY, OCTOBER 12, 2011  
USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

First Quarter Grade Report, August 18, 2011 to October 15, 2011

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teachers Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

Enrolled: \_\_\_\_\_

Dismissed: \_\_\_\_\_

Course Code	Subject	Teacher	1 <sup>st</sup> Qtr Grade Reports	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
OCTOBER 08 – 21, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **OCTOBER 21, 2011**


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY FIRST QUARTER GRADES DUE OCTOBER 18, 2011</b>					October 08, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature
October 10, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 11, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 12, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 13, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 14, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 15, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature
October 17, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 18, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 19, 2010 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 20, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 21, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	 <b>PAYROLL ENDS</b> <b>OCTOBER 21,</b> <b>2011</b>



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary Report Card**

STUDENT (last, first, middle initial)			
HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO.	

The purpose of this report is to inform you of your child's performance in relation to the Sunshine State Standards and Grade Level Expectations. For grades 3-5, promotion/retention decisions must include a review of statewide assessments to determine if specific levels of performance, set by the state, have been met.

<b>Performance Level</b> <i>Indicates whether your child is on track for promotion</i>	<b>Marking Code - Grades 1-5</b> <i>Indicates the quality of work on assessments</i>
3 = On or above grade level	A = Outstanding
2 = Less than a year below grade level	B = Very satisfactory
1 = More than a year below grade level	C = Satisfactory
	D = Needs improvement
	F = At risk
<b>Standards Code</b> <i>Relates to Grade Level Expectations</i>	
X = Student meeting standards	
O = Not assessed this marking period	
# = Needs development	

<b>LANGUAGE ARTS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>READING/ LITERATURE</b>	Marking Code					
	Sunshine State Standards	Teacher				
R1. Uses the reading process effectively						
R2. Constructs meaning from a wide range of texts						
L1. Understands the common features of literary forms						
L2. Responds critically to fiction, nonfiction, poetry and drama						

<b>WRITING/ LANGUAGE</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>WRITING/ LANGUAGE</b>	Marking Code					
	Sunshine State Standards	Teacher				
W1. Uses writing processes effectively						
W2. Writes to communicate ideas and information effectively						
L1. Understands the nature of language						
L2. Understands the power of language						

<b>LISTENING, VIEWING, SPEAKING</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>LISTENING, VIEWING, SPEAKING</b>	Marking Code					
	Sunshine State Standards	Teacher				
L1. Uses listening strategies effectively						
V2. Uses viewing strategies effectively						
S3. Uses speaking strategies effectively						

PBSD 0788 (REV. 04/02/2003)

ORIGINAL - Parent

<b>MATHEMATICS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>MATHEMATICS</b>	Marking Code					
	Sunshine State Standards	Teacher				
M1. Understands the ways numbers are used in the real world						
M2. Understands number systems						
M3. Understands the effects of operations on numbers and the relationships among these operations						
M4. Selects appropriate operations for problem solving						
M5. Uses estimation in problem solving						
M6. Understands and applies theories to numbers						
M7. Measures to solve problems in the real world						
M8. Compares, contrasts, and converts within measurement systems						
M9. Estimates measurements						
M10. Selects appropriate measurement units and instruments						
M11. Understands two- and three-dimensional shapes						
M12. Understands how shapes can be changed						
M13. Uses coordinate geometry to locate and describe objects algebraically						
M14. Understands patterns, relations, and functions						
M15. Uses expressions, equations, inequalities, graphs, and formulas						
M16. Understands and uses tools of data analysis						
M17. Identifies data patterns and makes predictions						
M18. Uses statistical methods to make inferences						

<b>SOCIAL STUDIES</b>	REPORT PERIOD			1	2	3
	Marking Code					
<b>SOCIAL STUDIES</b>	Performance Level					
	Sunshine State Standards	Teacher				
SS1. Understands history in terms of time and change						
SS2. Understands the history of Florida and its people (Grade 4 Only)						
SS3. Understands the world and its people, places and environments						
SS4. Understands government and the role of citizens						
SS5. Understands how scarcity requires choices						

COPY - Student's Cumulative Folder/Office Copy

# SCIENCE

Sunshine State Standards	REPORT PERIOD		
	1	2	3
Performance Level			
Marking Code			
Teacher			
S1. Understands that all matter has observable, measurable properties			
S2. Understands the basic principles of atomic theory			
S3. Understands the interaction of matter and energy			
S4. Understands that motion may be described, measured, and predicted			
S5. Understands the interaction of force and motion			
S6. Recognizes that processes interact to shape the earth			
S7. Understands the interaction and organization of the universe, solar system, and life on earth			
S8. Understands patterns of structure and function in living things			
S9. Understands the competitive, interdependent, cyclic nature of living things			
S10. Uses the scientific process and habits of mind to solve problems			
S11. Understands that natural events occur in patterns			
S12. Understands that science and society are interwoven and interdependent			

# FINE ARTS (effort / participation)

X = Acceptable    0 = Not assessed this marking period    \* = Area of concern

ART	1	2	3
MUSIC			
PE			

ATTENDANCE	REPORT PERIOD		
	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

# SUPPLEMENTAL EDUCATION PLANS

4 = A plan has been developed for your child.

	1	2	3
Academic Improvement Plan (AIP)			
504 Plan			
Educational Plan (EP)			
Individual Education Plan (IEP)			
Limited English Proficiency Plan (LEP)			
English for Speakers of Other Languages (ESOL) AIP			
Supplemental Academic Instruction (SAI)			

STUDENT (last, first, middle initial)
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# CONDUCT AND BEHAVIOR

X = Acceptable    \* = Area of concern    1    2    3

1. Participates in discussions/activities			
2. Uses resources appropriately			
3. Uses time constructively			
4. Works cooperatively			
5. Works independently			
6. Follows rules/routines/directions			
7. Shows respect for others			
8. Resolves conflicts appropriately			
9. Completes assignments			
10. Turns in completed homework			

REPORT PERIOD 1	TEACHER COMMENTS
REPORT PERIOD 2	TEACHER COMMENTS
REPORT PERIOD 3	TEACHER COMMENTS



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
 DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION (ESE)  
**Special Standards Report Card**

STUDENT (last, first, middle initial)		HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL		PRINCIPAL		SCHOOL TELEPHONE NO. ( ) -	

The purpose of this report is to inform you of your child's performance and progress in relation to the **State Standards for Special Diploma**. We believe a cooperative home/school relationship enhances academic achievement. You are welcome to contact your child's teacher for additional information.

<b>Performance Level</b> <b>3 = Independent Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>on their own</i> once they have mastered the knowledge and skills. <b>2 = Supported Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>with guidance and support</i> : physical, verbal and visual prompts, assistive technology, and supervision. <b>1 = Participatory Level</b> - Students are expected to <i>participate with assistance</i> in the performance of the behavior: personal physical assistance and assistive technology.	
<b>Marking Code</b> Indicates the quality of work on assessments within a domain. <b>E</b> = Student exceeding adequate progress towards performance objectives <b>S</b> = Student making adequate progress toward meeting performance objectives <b>N</b> = Student not on pace to meet performance objectives	<b>Standards Code</b> <b>X</b> = Student meeting standards <b>O</b> = Not assessed this marking period <b>#</b> = Area of concern

Curriculum and Learning Environment Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student participates and makes progress in the Sunshine State Standards as appropriate for the individual student.			
The student locates, interprets, and uses oral, print, or visual information for a variety of purposes.			
The student expresses information effectively using oral, print, or visual formats for a variety of purposes.			
The student identifies and applies mathematical concepts and processes to solve problems.			
The student uses systematic approaches when solving problems.			
The student recognizes opportunities and responsibilities in the workplace.			
The student demonstrates skills and competencies needed for employment.			

Independent Functioning Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student engages in productive and leisure activities used in the home and community.			
The student accesses and uses community resources and services.			
The student manages personal, career, and other life decisions.			
The student demonstrates conduct that complies with social and environmental expectations.			

Social and Emotional Behavior Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student contributes to overall effort of the group.			
The student uses acceptable interpersonal skills when interacting with others.			

Communication Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student effectively communicates with others.			

# Special Standards Report Card

STUDENT (last, first, middle initial)	GRADE
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## FINE ARTS (effort / participation)

X = Acceptable    O = Not assessed this marking period  
 # = Area of concern

	1	2	3
ART _____			
MUSIC _____			
PE _____			
_____			
_____			

REPORT PERIOD	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

## CHARACTERISTICS OF SUCCESSFUL LEARNERS

X = Acceptable    # = Area of concern

REPORT PERIOD	1	2	3
Participates in discussions/activities			
Uses resources appropriately			
Uses time constructively			
Works cooperatively			
Works independently			
Follows rules/routines/directions			
Shows respect for others			
Resolves conflicts appropriately			
Completes assignments			
Turns in completed homework			

REPORT PERIOD 1	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

REPORT PERIOD 2	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

REPORT PERIOD 3	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

**ATTENDANCE ROSTER/PAYROLL SHEET  
OCTOBER 22 – NOVEMBER 04, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **NOVEMBER 04, 2011**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					October 22, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature
October 24, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 26, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 26, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 27, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 28, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	October 29, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature
October 31, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	November 01, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	November 02, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	November 03, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	November 04, 2011 A U P E W Total Inst. Hrs. ____ In ____ Out ____ Planning Hr. ____ <hr/> Parent Signature	<div style="text-align: center;">   <b><u>PAYROLL ENDS</u></b>  <b><u>NOVEMBER</u></b>  <b><u>04, 2011</u></b> </div>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
NOVEMBER 05 – 18, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: NOVEMBER 17, 2011 ( EARLY PAYROLL CUT OFF)

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY 2<sup>ND</sup> QUARTER PROGRESS REPORT DUE NOVEMBER 15, 2011</b>	<b>ELEMENTARY FIRST SEMESTER GRADES DUE NOVEMBER 08, 2011</b>				November 05, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
November 07, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 08, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 09, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 10, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 11, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 12, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
November 14, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 15, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 16, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 17, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 18, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	 <b><u>PAYROLL ENDS</u></b> <b>NOVEMBER 17,</b> <b>2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**SECONDARY SECOND QUARTER PROGRESS REPORT MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
TUESDAY, NOVEMBER 16, 2011**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Second Quarter Progress Grade Report, October 28, 2011 to November 19, 2011

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	2 <sup>nd</sup> Qtr Progress Report	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
NOVEMBER 19 – DECEMBER 02, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster**.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **DECEMBER 02, 2011**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					November 19, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
November 21, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 22, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 23, 2011  <b>HOLIDAY</b>	November 24, 2011  <b>HOLIDAY</b>	November 25, 2011  <b>HOLIDAY</b>	November 26, 2011  <b>HOLIDAY</b>
November 28, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 29, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	November 30, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 01, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 02, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	  <b><u>PAYROLL ENDS</u></b> <b>DECEMBER 02,</b> <b>2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
DECEMBER 03 – DECEMBER 16, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: DECEMBER 16, 2011

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					December 03, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
December 05, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 06, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 07, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 08, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 09, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 10, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
December 12, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 13, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 14, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 15, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 16, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	 <b><u>PAYROLL ENDS</u></b> <b>DECEMBER 16,</b> <b>2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plan for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET**

**DECEMBER 17 – DECEMBER 30, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO (561) 684-5214 or PX 4-5214 NO LATER THAN: DECEMBER 21, 2011 (EARLY PAYROLL CUT OFF)

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_


SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY GRADE REPORT DUE December 20, 2011</b>	—				December 17, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature
	December 19, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 20, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 21, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 22, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ <hr/> Parent Signature	December 23, 2011  <b>HOLIDAY</b>
December 26, 2011  <b>HOLIDAY</b>	December 27, 2011  <b>HOLIDAY</b>	December 28, 2011  <b>HOLIDAY</b>	December 29, 2011  <b>HOLIDAY</b>	December 30, 2011  <b>HOLIDAY</b>	 <b><u>PAYROLL ENDS</u></b> <b>DECEMBER 21, 2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plan for the Payroll Period.

**SECONDARY SECOND QUARTER GRADE REPORT MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
Tuesday, December 14, 2011**

**USE THIS FORM FOR MIDDLE AND HIGH SCHOOL STUDENTS**

Second Quarter Grade Report, October 15, 2011 to December 17, 2011

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Enrolled: \_\_\_\_\_

Dismissed: \_\_\_\_\_

*High School Students Must Have Both a 2<sup>nd</sup> Quarter and a Semester Exam Grade.*

**Middle School Students earning High School Credit must have both a 2<sup>nd</sup> Quarter and a Semester Exam Grade.**

Course Code	Subject	Teacher	2 <sup>nd</sup> Qtr Grade Reports	Semester Exam	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary School Mid-Marking Period  
 Progress Report**

Complete and sign the bottom portion of this report. Detach the bottom portion along the dotted line and return only the bottom portion to your child's homeroom teacher.

STUDENT (last, first, middle initial)	GRADE	TEACHER	DATE / /
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO. ( ) -	

Currently, your child:

- is meeting grade level academic standards.
- is not meeting grade level academic standards in the following areas:
  - Reading/Literature
  - Listening, Viewing, Speaking
  - Social Studies
  - Writing/Language
  - Mathematics
  - Science
- has a Supplemental Education Plan.
- needs a Supplemental Education Plan.

There is a concern in the following area(s):

**CONDUCT AND BEHAVIOR**

- Participating in discussion/activities
- Using resources appropriately
- Using time constructively
- Working cooperatively
- Working independently
- Following rules/routines/directions
- Showing respect for others
- Resolving conflicts appropriately
- Completing assignments
- Turning in completed homework
- Attendance / tardies

**EFFORT AND PARTICIPATION**

- Art
  - Music
  - Physical Education
  - Other
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

A conference is requested by teacher  Yes  No

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 Detach and return this portion to your child's homeroom teacher

I received the Mid-Marking Period Progress Report for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MI

A conference is requested with \_\_\_\_\_  Yes  No  
NAME OF TEACHER

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN      \_\_\_\_\_  
DATE      ( ) - ( ) -  
DAYTIME TELEPHONE NO.      EVENING TELEPHONE NO.

**ATTENDANCE ROSTER/PAYROLL SHEET  
DECEMBER 31, 2011 – JANUARY 13, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: JANUARY 12, 2012 (EARLY PAYROLL CUT OFF)

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

TOTAL IEP MINUTES PER WEEK: \_\_\_\_\_

TOTAL INSTRUCTIONAL HOURS: \_\_\_\_\_ TOTAL PLANNING HOURS: \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>ELEMENTARY 2<sup>nd</sup> TRIMESTER PROGRESS REPORTS DUE JANUARY 10, 2012</b>					December 31, 2011  <b>HOLIDAY</b>
January 02, 2012  <b>HOLIDAY</b>	January 03, 2012  <b>HOLIDAY</b>	January 04, 2012  <b>HOLIDAY</b>	January 05, 2012  <b>HOLIDAY</b>	January 06, 2012  <b>HOLIDAY</b>	January 07, 2012  <b>HOLIDAY</b>
January 09, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 10, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 11, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 12, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 13, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b><u>PAYROLL</u></b> <b><u>ENDS</u></b> <b>JANUARY 12, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
JANUARY 14 – JANUARY 27, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **JANUARY 27, 2012**


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student’s attendance each time home instruction is provided. Use the attendance key below.  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					January 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
<b>January 16, 2012</b>  <b>HOLIDAY</b>	January 17, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 18, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 19, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 20, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 21, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
January 23, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 24, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 25, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 26, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 27, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	  <b><u>PAYROLL ENDS</u></b>  <b>January 27, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**SECONDARY THIRD QUARTER PROGRESS REPORT MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
TUESDAY, FEBRUARY 08, 2012**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Third Quarter Progress Report, January 04, 2012 to February 13, 2012

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

Enrolled: \_\_\_\_\_

Dismissed: \_\_\_\_\_

Course Code	Subject	Teacher	3 <sup>rd</sup> Qtr Progress Report	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

## ATTENDANCE ROSTER/PAYROLL SHEET

**JANUARY 28 – FEBRUARY 10, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **FEBRUARY 10, 2012**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY 3<sup>RD</sup> QUARTER PROGRESS REPORT DUE FEBRUARY 07, 2012</b>					January 28, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
January 30, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	January 31, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 01, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 02, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 03, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 04, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
February 06, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 07, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 08, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 09, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 10, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	  <b><u>PAYROLL ENDS</u></b>  <b>FEBRUARY 10, 2012</b>

Please list Your Instruction Objectives or attach a copy of Your Lesson Plans for the Payroll Period.

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary Report Card**

STUDENT (last, first, middle initial)			
HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO.	

The purpose of this report is to inform you of your child's performance in relation to the Sunshine State Standards and Grade Level Expectations. For grades 3-5, promotion/retention decisions must include a review of statewide assessments to determine if specific levels of performance, set by the state, have been met.

<b>Performance Level</b> <i>Indicates whether your child is on track for promotion</i>  3 = On or above grade level 2 = Less than a year below grade level 1 = More than a year below grade level	<b>Marking Code - Grades 1-5</b> <i>Indicates the quality of work on assessments</i>  A = Outstanding B = Very satisfactory C = Satisfactory D = Needs improvement F = At risk
<b>Standards Code</b> <i>Relates to Grade Level Expectations</i> X = Student meeting standards O = Not assessed this marking period # = Needs development	

<b>LANGUAGE ARTS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>READING/ LITERATURE</b>	Marking Code					
	Sunshine State Standards	Teacher				
R1. Uses the reading process effectively						
R2. Constructs meaning from a wide range of texts						
L1. Understands the common features of literary forms						
L2. Responds critically to fiction, nonfiction, poetry and drama						

<b>WRITING/ LANGUAGE</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>WRITING/ LANGUAGE</b>	Marking Code					
	Sunshine State Standards	Teacher				
W1. Uses writing processes effectively						
W2. Writes to communicate ideas and information effectively						
L1. Understands the nature of language						
L2. Understands the power of language						

<b>LISTENING, VIEWING, SPEAKING</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>LISTENING, VIEWING, SPEAKING</b>	Marking Code					
	Sunshine State Standards	Teacher				
L1. Uses listening strategies effectively						
V2. Uses viewing strategies effectively						
S3. Uses speaking strategies effectively						

PBSD 0788 (REV. 04/02/2003)

ORIGINAL - Parent

<b>MATHEMATICS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>MATHEMATICS</b>	Marking Code					
	Sunshine State Standards	Teacher				
M1. Understands the ways numbers are used in the real world						
M2. Understands number systems						
M3. Understands the effects of operations on numbers and the relationships among these operations						
M4. Selects appropriate operations for problem solving						
M5. Uses estimation in problem solving						
M6. Understands and applies theories to numbers						
M7. Measures to solve problems in the real world						
M8. Compares, contrasts, and converts within measurement systems						
M9. Estimates measurements						
M10. Selects appropriate measurement units and instruments						
M11. Understands two- and three-dimensional shapes						
M12. Understands how shapes can be changed						
M13. Uses coordinate geometry to locate and describe objects algebraically						
M14. Understands patterns, relations, and functions						
M15. Uses expressions, equations, inequalities, graphs, and formulas						
M16. Understands and uses tools of data analysis						
M17. Identifies data patterns and makes predictions						
M18. Uses statistical methods to make inferences						

<b>SOCIAL STUDIES</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>SOCIAL STUDIES</b>	Marking Code					
	Sunshine State Standards	Teacher				
SS1. Understands history in terms of time and change						
SS2. Understands the history of Florida and its people (Grade 4 Only)						
SS3. Understands the world and its people, places and environments						
SS4. Understands government and the role of citizens						
SS5. Understands how scarcity requires choices						

COPY - Student's Cumulative Folder/Office Copy





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
 DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION (ESE)  
**Special Standards Report Card**

STUDENT (last, first, middle initial)		HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL		PRINCIPAL		SCHOOL TELEPHONE NO. ( ) -	

The purpose of this report is to inform you of your child's performance and progress in relation to the **State Standards for Special Diploma**. We believe a cooperative home/school relationship enhances academic achievement. You are welcome to contact your child's teacher for additional information.

<b>Performance Level</b> <b>3 = Independent Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>on their own</i> once they have mastered the knowledge and skills. <b>2 = Supported Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>with guidance and support</i> : physical, verbal and visual prompts, assistive technology, and supervision. <b>1 = Participatory Level</b> - Students are expected to <i>participate with assistance</i> in the performance of the behavior: personal physical assistance and assistive technology.	
<b>Marking Code</b> Indicates the quality of work on assessments within a domain. <b>E</b> = Student exceeding adequate progress towards performance objectives <b>S</b> = Student making adequate progress toward meeting performance objectives <b>N</b> = Student not on pace to meet performance objectives	<b>Standards Code</b> <b>X</b> = Student meeting standards <b>O</b> = Not assessed this marking period <b>#</b> = Area of concern

Curriculum and Learning Environment Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student participates and makes progress in the Sunshine State Standards as appropriate for the individual student.			
The student locates, interprets, and uses oral, print, or visual information for a variety of purposes.			
The student expresses information effectively using oral, print, or visual formats for a variety of purposes.			
The student identifies and applies mathematical concepts and processes to solve problems.			
The student uses systematic approaches when solving problems.			
The student recognizes opportunities and responsibilities in the workplace.			
The student demonstrates skills and competencies needed for employment.			

Independent Functioning Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student engages in productive and leisure activities used in the home and community.			
The student accesses and uses community resources and services.			
The student manages personal, career, and other life decisions.			
The student demonstrates conduct that complies with social and environmental expectations.			

Social and Emotional Behavior Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student contributes to overall effort of the group.			
The student uses acceptable interpersonal skills when interacting with others.			

Communication Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student effectively communicates with others.			

# Special Standards Report Card

STUDENT (last, first, middle initial)	GRADE
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## FINE ARTS (effort / participation)

X = Acceptable    O = Not assessed this marking period  
 # = Area of concern

	1	2	3
ART _____			
MUSIC _____			
PE _____			
_____			
_____			

REPORT PERIOD	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

## CHARACTERISTICS OF SUCCESSFUL LEARNERS

X = Acceptable    # = Area of concern

REPORT PERIOD	1	2	3
Participates in discussions/activities			
Uses resources appropriately			
Uses time constructively			
Works cooperatively			
Works independently			
Follows rules/routines/directions			
Shows respect for others			
Resolves conflicts appropriately			
Completes assignments			
Turns in completed homework			

### REPORT PERIOD 1

### TEACHER COMMENTS

Conference requested

The student \_\_\_\_\_ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.

### REPORT PERIOD 2

### TEACHER COMMENTS

Conference requested

The student \_\_\_\_\_ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.

### REPORT PERIOD 3

### TEACHER COMMENTS

Conference requested

The student \_\_\_\_\_ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.

**ATTENDANCE ROSTER/PAYROLL SHEET  
FEBRUARY 11 – FEBRUARY 24, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: FEBRUARY 24, 2012


STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTRUCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>ELEMENTARY 2<sup>ND</sup> TRIMESTER GRADES DUE FEBRUARY 14, 2012</b>					February 11, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
February 13, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 15, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 16, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 17, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 18, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
February 20, 2012  <b>TEACHER WORK DAY</b>	February 21, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 22, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 23, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 24, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	  <b><u>PAYROLL ENDS</u></b>  <b>FEBRUARY 24, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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## ATTENDANCE ROSTER/PAYROLL SHEET

**FEBRUARY 25 – MARCH 09, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: MARCH 09, 2012

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					February 25, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
February 27, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 28, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	February 29, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 01, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 02, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 03, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
March 05, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 06, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 07, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 08, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 09, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b><u>PAYROLL ENDS</u></b>  <b>MARCH 09,</b> <b>2012</b>

Please list your Instruction Objectives or copy of your Lesson Plans for the Payroll Period.

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**SECONDARY THIRD QUARTER GRADE REPORTS MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE  
BY 3:00 P. M.  
TUESDAY, MARCH 08, 2012  
USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Third Quarter Grade Report, January 22, 2012 to March 11, 2012

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	3rd Qtr Grade Reports	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
MARCH 10 – MARCH 23, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **MARCH 15, 2012**

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY 3<sup>RD</sup> QUARTER GRADE REPORT DUE MARCH 13, 2012</b>					March 10, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
March 12, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 13, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 15, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 16, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 17, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>	 <b><u>PAYROLL ENDS</u></b> <b>MARCH 15, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary School Mid-Marking Period  
 Progress Report**

Complete and sign the bottom portion of this report. Detach the bottom portion along the dotted line and return only the bottom portion to your child's homeroom teacher.

STUDENT (last, first, middle initial)	GRADE	TEACHER	DATE / /
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO. ( ) -	

Currently, your child:

- is meeting grade level academic standards.
- is not meeting grade level academic standards in the following areas:
  - Reading/Literature
  - Listening, Viewing, Speaking
  - Social Studies
  - Writing/Language
  - Mathematics
  - Science
- has a Supplemental Education Plan.
- needs a Supplemental Education Plan.

There is a concern in the following area(s):

**CONDUCT AND BEHAVIOR**

- Participating in discussion/activities
- Using resources appropriately
- Using time constructively
- Working cooperatively
- Working independently
- Following rules/routines/directions
- Showing respect for others
- Resolving conflicts appropriately
- Completing assignments
- Turning in completed homework
- Attendance / tardies

**EFFORT AND PARTICIPATION**

- Art
- Music
- Physical Education
- Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A conference is requested by teacher  Yes  No

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*Detach and return this portion to your child's homeroom teacher*

I received the Mid-Marking Period Progress Report for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MI

A conference is requested with \_\_\_\_\_  Yes  No  
NAME OF TEACHER

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN      \_\_\_\_\_  
DATE      \_\_\_\_\_  
DAYTIME TELEPHONE NO.      \_\_\_\_\_  
EVENING TELEPHONE NO.      \_\_\_\_\_

**ATTENDANCE ROSTER/PAYROLL SHEET  
MARCH 24 – APRIL 06, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **APRIL 06, 2012**

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					March 24, 2012  <b>HOLIDAY</b>
March 26, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 27, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 28, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 29, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 30, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	March 31, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
April 02, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 03, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 04, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 05, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 06, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b>PAYROLL ENDS</b> <b>APRIL 06, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
APRIL 07 – APRIL 20, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: APRIL 20, 2012

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_


SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL IEP MINUTES PER WEEK: \_\_\_\_\_

TOTAL INSTURCTIONAL HOURS: \_\_\_\_\_ TOTAL PLANNING HOURS: \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>ELEMENTARY 3<sup>RD</sup> TRIMESTER MID TERM GRADE REPORTS DUE APRIL 17, 2012</b>					April 07, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	
	April 09, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 10, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 11, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 12, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 13, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
	April 16, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 17, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 18, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 19, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 20, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b><u>PAYROLL ENDS</u></b> <b>APRIL 20, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**SECONDARY FOURTH QUARTER PROGRESS REPORT MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
TUESDAY, APRIL 29, 2012**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Fourth Quarter Progress Report, March 31, 2012 to April 22, 2012

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	4th Qtr Progress Report	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
APRIL 21– MAY 04, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **MAY 04, 2012**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>4<sup>TH</sup> QUARTER PROGRESS REPORT DUE APRIL 24, 2012</b>					April 21, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
April 23, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 24, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 25, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 26, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 27, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	April 28, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
April 30, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 01, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 02, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 03, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 04, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b><u>PAYROLL ENDS</u></b> <b>MAY 04, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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# SENIOR GRADE REPORTS

**FOURTH QUARTER SENIOR GRADE REPORTS MUST BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
WEDNESDAY, MAY 13, 2012**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Fourth Quarter Grade Report, March 31, 2012 to May 15, 2012

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	4th Qtr Grade Report	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
MAY 05 – MAY 18, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **MAY 18, 2012**


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SENIOR 4<sup>TH</sup> QUARTER GRADES DUE MAY 08, 2012</b>	<b>ELEMENTARY 3<sup>RD</sup> TRIMESTER GRADE REPORTS DUE MAY 20, 2012</b>				May 05, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
May 07, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 08, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 09, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 10, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 11, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 12, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
May 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 15, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 16, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 17, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	May 18, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b>PAYROLL ENDS</b> <b>MAY 18,</b> <b>2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Elementary Report Card**

STUDENT (last, first, middle initial)			
HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL	PRINCIPAL	SCHOOL TELEPHONE NO.	

The purpose of this report is to inform you of your child's performance in relation to the Sunshine State Standards and Grade Level Expectations. For grades 3-5, promotion/retention decisions must include a review of statewide assessments to determine if specific levels of performance, set by the state, have been met.

<b>Performance Level</b> <i>Indicates whether your child is on track for promotion</i>  3 = On or above grade level 2 = Less than a year below grade level 1 = More than a year below grade level	<b>Marking Code - Grades 1-5</b> <i>Indicates the quality of work on assessments</i>  A = Outstanding B = Very satisfactory C = Satisfactory D = Needs improvement F = At risk
<b>Standards Code</b> <i>Relates to Grade Level Expectations</i> X = Student meeting standards O = Not assessed this marking period # = Needs development	

<b>LANGUAGE ARTS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>READING/ LITERATURE</b>	Marking Code					
	Sunshine State Standards	Teacher				
R1. Uses the reading process effectively						
R2. Constructs meaning from a wide range of texts						
L1. Understands the common features of literary forms						
L2. Responds critically to fiction, nonfiction, poetry and drama						

<b>WRITING/ LANGUAGE</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>WRITING/ LANGUAGE</b>	Marking Code					
	Sunshine State Standards	Teacher				
W1. Uses writing processes effectively						
W2. Writes to communicate ideas and information effectively						
L1. Understands the nature of language						
L2. Understands the power of language						

<b>LISTENING, VIEWING, SPEAKING</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>LISTENING, VIEWING, SPEAKING</b>	Marking Code					
	Sunshine State Standards	Teacher				
L1. Uses listening strategies effectively						
V2. Uses viewing strategies effectively						
S3. Uses speaking strategies effectively						

PBSD 0788 (REV. 04/02/2003)

ORIGINAL - Parent

<b>MATHEMATICS</b>	REPORT PERIOD			1	2	3
	Performance Level					
<b>MATHEMATICS</b>	Marking Code					
	Sunshine State Standards	Teacher				
M1. Understands the ways numbers are used in the real world						
M2. Understands number systems						
M3. Understands the effects of operations on numbers and the relationships among these operations						
M4. Selects appropriate operations for problem solving						
M5. Uses estimation in problem solving						
M6. Understands and applies theories to numbers						
M7. Measures to solve problems in the real world						
M8. Compares, contrasts, and converts within measurement systems						
M9. Estimates measurements						
M10. Selects appropriate measurement units and instruments						
M11. Understands two- and three-dimensional shapes						
M12. Understands how shapes can be changed						
M13. Uses coordinate geometry to locate and describe objects algebraically						
M14. Understands patterns, relations, and functions						
M15. Uses expressions, equations, inequalities, graphs, and formulas						
M16. Understands and uses tools of data analysis						
M17. Identifies data patterns and makes predictions						
M18. Uses statistical methods to make inferences						

<b>SOCIAL STUDIES</b>	REPORT PERIOD			1	2	3
	Marking Code					
<b>SOCIAL STUDIES</b>	Sunshine State Standards	Teacher				
	SS1. Understands history in terms of time and change					
SS2. Understands the history of Florida and its people (Grade 4 Only)						
SS3. Understands the world and its people, places and environments						
SS4. Understands government and the role of citizens						
SS5. Understands how scarcity requires choices						

COPY - Student's Cumulative Folder/Office Copy

# SCIENCE

Sunshine State Standards	REPORT PERIOD		
	1	2	3
Performance Level			
Marking Code			
Teacher			
S1. Understands that all matter has observable, measurable properties			
S2. Understands the basic principles of atomic theory			
S3. Understands the interaction of matter and energy			
S4. Understands that motion may be described, measured, and predicted			
S5. Understands the interaction of force and motion			
S6. Recognizes that processes interact to shape the earth			
S7. Understands the interaction and organization of the universe, solar system, and life on earth			
S8. Understands patterns of structure and function in living things			
S9. Understands the competitive, interdependent, cyclic nature of living things			
S10. Uses the scientific process and habits of mind to solve problems			
S11. Understands that natural events occur in patterns			
S12. Understands that science and society are interwoven and interdependent			

# FINE ARTS (effort / participation)

X = Acceptable O = Not assessed this marking period \* = Area of concern

ART	1	2	3
MUSIC			
PE			

ATTENDANCE	REPORT PERIOD		
	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

# SUPPLEMENTAL EDUCATION PLANS

4 = A plan has been developed for your child.

	1	2	3
Academic Improvement Plan (AIP)			
504 Plan			
Educational Plan (EP)			
Individual Education Plan (IEP)			
Limited English Proficiency Plan (LEP)			
English for Speakers of Other Languages (ESOL) AIP			
Supplemental Academic Instruction (SAI)			

STUDENT (last, first, middle initial)
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# CONDUCT AND BEHAVIOR

X = Acceptable \* = Area of concern

	1	2	3
1. Participates in discussions/activities			
2. Uses resources appropriately			
3. Uses time constructively			
4. Works cooperatively			
5. Works independently			
6. Follows rules/routines/directions			
7. Shows respect for others			
8. Resolves conflicts appropriately			
9. Completes assignments			
10. Turns in completed homework			

REPORT PERIOD 1	TEACHER COMMENTS

REPORT PERIOD 2	TEACHER COMMENTS

REPORT PERIOD 3	TEACHER COMMENTS



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
 DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION (ESE)  
**Special Standards Report Card**

STUDENT (last, first, middle initial)		HOMEROOM TEACHER		STUDENT NUMBER	GRADE
SCHOOL		PRINCIPAL		SCHOOL TELEPHONE NO. ( ) -	

The purpose of this report is to inform you of your child's performance and progress in relation to the **State Standards for Special Diploma**. We believe a cooperative home/school relationship enhances academic achievement. You are welcome to contact your child's teacher for additional information.

<b>Performance Level</b> <b>3 = Independent Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>on their own</i> once they have mastered the knowledge and skills. <b>2 = Supported Level</b> - Students are expected to be able to perform the behaviors identified for each benchmark <i>with guidance and support</i> : physical, verbal and visual prompts, assistive technology, and supervision. <b>1 = Participatory Level</b> - Students are expected to <i>participate with assistance</i> in the performance of the behavior: personal physical assistance and assistive technology.	
<b>Marking Code</b> Indicates the quality of work on assessments within a domain. <b>E</b> = Student exceeding adequate progress towards performance objectives <b>S</b> = Student making adequate progress toward meeting performance objectives <b>N</b> = Student not on pace to meet performance objectives	<b>Standards Code</b> <b>X</b> = Student meeting standards <b>O</b> = Not assessed this marking period <b>#</b> = Area of concern

Curriculum and Learning Environment Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student participates and makes progress in the Sunshine State Standards as appropriate for the individual student.			
The student locates, interprets, and uses oral, print, or visual information for a variety of purposes.			
The student expresses information effectively using oral, print, or visual formats for a variety of purposes.			
The student identifies and applies mathematical concepts and processes to solve problems.			
The student uses systematic approaches when solving problems.			
The student recognizes opportunities and responsibilities in the workplace.			
The student demonstrates skills and competencies needed for employment.			

Independent Functioning Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student engages in productive and leisure activities used in the home and community.			
The student accesses and uses community resources and services.			
The student manages personal, career, and other life decisions.			
The student demonstrates conduct that complies with social and environmental expectations.			

Social and Emotional Behavior Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student contributes to overall effort of the group.			
The student uses acceptable interpersonal skills when interacting with others.			

Communication Domain	REPORT PERIOD		
	1	2	3
	Performance Levels		
Marking Code			
<b>Sunshine State Standards for Special Diploma Teacher</b>			
The student effectively communicates with others.			

# SCIENCE

Sunshine State Standards	REPORT PERIOD		
	1	2	3
Performance Level			
Marking Code			
Teacher			
S1. Understands that all matter has observable, measurable properties			
S2. Understands the basic principles of atomic theory			
S3. Understands the interaction of matter and energy			
S4. Understands that motion may be described, measured, and predicted			
S5. Understands the interaction of force and motion			
S6. Recognizes that processes interact to shape the earth			
S7. Understands the interaction and organization of the universe, solar system, and life on earth			
S8. Understands patterns of structure and function in living things			
S9. Understands the competitive, interdependent, cyclic nature of living things			
S10. Uses the scientific process and habits of mind to solve problems			
S11. Understands that natural events occur in patterns			
S12. Understands that science and society are interwoven and interdependent			

# FINE ARTS (effort / participation)

X = Acceptable    0 = Not assessed this marking period    \* = Area of concern

ART	1	2	3
MUSIC			
PE			

ATTENDANCE	REPORT PERIOD		
	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

# SUPPLEMENTAL EDUCATION PLANS

4 = A plan has been developed for your child.

	1	2	3
Academic Improvement Plan (AIP)			
504 Plan			
Educational Plan (EP)			
Individual Education Plan (IEP)			
Limited English Proficiency Plan (LEP)			
English for Speakers of Other Languages (ESOL) AIP			
Supplemental Academic Instruction (SAI)			

STUDENT (last, first, middle initial)
---------------------------------------

# CONDUCT AND BEHAVIOR

X = Acceptable    \* = Area of concern    1    2    3

1. Participates in discussions/activities			
2. Uses resources appropriately			
3. Uses time constructively			
4. Works cooperatively			
5. Works independently			
6. Follows rules/routines/directions			
7. Shows respect for others			
8. Resolves conflicts appropriately			
9. Completes assignments			
10. Turns in completed homework			

REPORT PERIOD 1	TEACHER COMMENTS
REPORT PERIOD 2	TEACHER COMMENTS
REPORT PERIOD 3	TEACHER COMMENTS

# Special Standards Report Card

STUDENT (last, first, middle initial)	GRADE
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## FINE ARTS (effort / participation)

X = Acceptable    O = Not assessed this marking period  
# = Area of concern

	1	2	3
ART _____			
MUSIC _____			
PE _____			
_____			
_____			

REPORT PERIOD	1	2	3
Total Days			
Days Present			
Days Absent			
Times Tardy			

## CHARACTERISTICS OF SUCCESSFUL LEARNERS

X = Acceptable    # = Area of concern

REPORT PERIOD	1	2	3
Participates in discussions/activities			
Uses resources appropriately			
Uses time constructively			
Works cooperatively			
Works independently			
Follows rules/routines/directions			
Shows respect for others			
Resolves conflicts appropriately			
Completes assignments			
Turns in completed homework			

REPORT PERIOD 1	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

REPORT PERIOD 2	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

REPORT PERIOD 3	TEACHER COMMENTS
Conference requested <input type="checkbox"/> The student _____ on schedule to meet promotion requirements based on Individual Education Plan (IEP) progress.	

**SECONDARY FOURTH QUARTER GRADE REPORTS MUS BE SUBMITTED TO THE ESE  
HOSPITAL HOMEBOUND OFFICE BY 3:00 P. M.  
WEDNESDAY, JUNE 04, 2012**

**USE THIS FORM FOR MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS**

Fourth Quarter Grade Report, March 31, 2012 to June 04, 2012

Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

**Enrolled:**

**Dismissed:**

Course Code	Subject	Teacher	4th Qtr Grade Report	Days Absent

Comments:

**Hospital Homebound Instruction Program Office  
1400 Florida Mango Road, West Palm Beach, Florida 33409  
FAX 561-684-5214.**

**ATTENDANCE ROSTER/PAYROLL SHEET  
MAY 19 – JUNE 01, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **JUNE 01, 2012**

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>ELEMENTARY 3<sup>rd</sup> TRIMESTER GRADES DUE MAY 24, 2012</b>					May 19, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	
	May 21, 2012	May 22, 2012	May 23, 2012	May 24, 2012	May 25, 2012	May 26, 2012
	A U P E W	A U P E W	A U P E W	A U P E W	A U P E W	A U P E W
	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
<b>HOLIDAY</b>	May 29, 2012	May 30, 2012	May 31, 2012	June 01, 2012	 <b><u>PAYROLL ENDS</u></b>  <b>JUNE 01, 2012</b>	
	A U P E W	A U P E W	A U P E W	A U P E W		
	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature		

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
JUNE 02 – JUNE 15, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **JUNE 15, 2012**

**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_


<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

**Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.**

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SECONDARY 4<sup>TH</sup> QUARTER GRADES DUE June 05, 2012</b>					June 02, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
					June 04, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
June 11, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 12, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 13, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 14, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	Schools  Closed	 <b><u>PAYROLL ENDS</u></b> <b>JUNE 15, 2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
JUNE 16 – JUNE 28, 2012**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **JUNE 28, 2012**


**STUDENT #:** \_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

<b>TEACHER NAME:</b> _____	<b>EMPLOYEE ID #</b> _____
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					June 16, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
June 18, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 19, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 20, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 21, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 22, 2012  <div style="font-size: 2em; font-weight: bold;">Schools Closed</div>	June 23, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
June 25, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 26, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 27, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 28, 2012 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	June 29, 2011  <div style="font-size: 2em; font-weight: bold;">Schools Closed</div>	<div style="text-align: center;">   <b><u>PAYROLL ENDS</u></b>  <b>June 28, 2012</b> </div>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

**ATTENDANCE ROSTER/PAYROLL SHEET  
JULY 04 – JULY 14, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a Multiple Student Roster.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: JULY 14, 2012

STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_


TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTURCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.

A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
July 04, 2011	July 05, 2011	July 06, 2011	July 07, 2011	July 08, 2011	July 09, 2011	
<b>HOLIDAY</b>	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	<b>Schools Closed</b>	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	
	July 11, 2011	July 12, 2011	July 13, 2011	July 14, 2011	July 15, 2011	
	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	<b>Schools Closed</b>	 <b><u>PAYROLL ENDS</u></b> <b>JULY 14, 2011</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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**ATTENDANCE ROSTER/PAYROLL SHEET  
JULY 16 – JULY 28, 2011**

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster**.
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **JULY 28, 2012**


STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTRUCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	—				July 16, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
July 18, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 19, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 20, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 21, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 22, 2011  <b>Schools Closed</b>	July 23, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
July 25, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 26, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 27, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 28, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	July 29, 2011  <b>Schools Closed</b>	<div style="text-align: center;">   <b><u>PAYROLL ENDS</u></b>  <b>JULY 28, 2011</b> </div>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

## ATTENDANCE ROSTER/PAYROLL SHEET JULY 30 – AUGUST 12, 2011

- Use a separate payroll sheet for each student
- If you teach more than one student, you must also submit a **Multiple Student Roster.**
- FAX TO: (561) 684-5214 or PX 4-5214 NO LATER THAN: **AUGUST 12, 2012**


STUDENT #: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER NAME: _____	EMPLOYEE ID # _____
SIGNATURE: _____	DATE: _____

**TOTAL IEP MINUTES PER WEEK:** \_\_\_\_\_

**TOTAL INSTRUCTIONAL HOURS:** \_\_\_\_\_ **TOTAL PLANNING HOURS:** \_\_\_\_\_

Instructor must circle the student's attendance each time home instruction is provided. Use the attendance key below.  
 A = Absent      U = Unexcused Absence      P = Present      E = Entered Class      W = Withdrawal from Class

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					July 30, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
August 01, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 02, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 03, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 04, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 05, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 06, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature
August 08, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 09, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 10, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 11, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	August 12, 2011 A U P E W Total Inst. Hrs. _____ In _____ Out _____ Planning Hr. _____ _____ Parent Signature	 <b><u>PAYROLL ENDS</u></b> <b>AUGUST 12,</b> <b>2012</b>

Please list your Instruction Objectives or attach a copy of your Lesson Plans for the Payroll Period.

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