



Department of Student Services  
Home and Hospital Teaching

850 Hungerford Drive \* Rockville, Maryland \* 20850-1747

Phone: 301-517-8261

Fax: 301-517-8262

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

Dear Parent and/or Guardian:

The purpose of this letter is to explain Home and Hospital Teaching (HHT) services. HHT is available to Montgomery County residents enrolled in grades Pre-K to 12. It is an itinerant instructional service for students unable to participate in their school of enrollment due to a physical or psychological condition. MCPS provides HHT to assist students in meeting course objectives. Students must be under the care of a treating physician, psychiatrist or psychologist. HHT is not intended to take the place of regular school.

To apply, submit an application (MCPS Form 311-15 or 311-15E) and the enclosed letter to your Health Care provider. Forward the completed application to the HHT Office. Applications can be authorized for up to a maximum of 60 days. Services beyond require a new application. According to COMAR Regulation (13A.05.01.10C [5] [D]), "educational placement in the home, for a student with an emotional condition, may not exceed 60 consecutive school days."

Once approved, the assigned teacher will call to set up a schedule. Cooperation with HHT practices and the teacher will help make this experience a successful one. An adult (21+) must be present in the home during the instruction. When the teacher arrives, your child should be ready to begin instruction in a quiet, smoke-free environment. The parent must sign the teacher's completed Biweekly Report following each session validating the day and time the teaching occurred (the student may sign if teaching takes place outside the home). The teacher must be notified of cancellations by 3:00 P.M. the day before a scheduled session. When the student is ready to return to school, immediately notify the home school and the HHT Office.

Sincerely,

*Deloris Harris*

Deloris Harris  
HHT Specialist

*Mary J. Wilson*

Mary Wilson  
Supervisor, School Based Health

Enclosure



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Home and Hospital Teaching

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Dear Health Care Provider:

The purpose of this letter is to explain Home and Hospital Teaching (HHT) services. HHT is available to Montgomery County residents enrolled in grades Pre-K to 12. HHT is an itinerant instructional service for students unable to participate in their school of enrollment due to a physical or psychological condition. Students must be under the care of a treating physician, psychiatrist or psychologist.

MCPS requests the referring health care provider share the diagnosis and, if applicable, note the presence of a contagious disease and whether the student presents a danger to the health and safety of the teacher. The health care provider must anticipate the need for services for a minimum of four weeks. The MCPS medical advisor or psychologist may need to consult with the referring health care provider.

HHT is not intended to take the place of regular school as students receive greater benefits from attending school. HHT is provided to assist students in meeting course objectives until such time as they can return to the regular school program or receive accommodations in school.

HHT applications are authorized up to a maximum of 60 days. Continued service requires a new application. According to COMAR Regulation (13A.05.01.10C [5] [D]), "educational placement in the home, for a student with an emotional condition, may not exceed 60 consecutive school days." If you have any questions, please call the office.

Sincerely,

A handwritten signature in cursive script that reads "Deloris Harris".

Deloris Harris  
HHT Specialist

A handwritten signature in cursive script that reads "Mary Wilson".

Mary Wilson  
Supervisor, School Based Health