

Review each PRS student form, ensure all required dates are listed and filled out. Check for each of the following dates.

- » PRS entry date
- » Pregnancy End Date (delivery date) or due date if its summer
- » CEHI beginning and end date
- » PRS withdrawal date
- » Return to class date or note if the student withdrew from school or graduated. (Optional but good practice)
- » Is the student special education? (See step 5 & 6)

Double-check that the career and tech indicator is turned off for students in PRS while they are being served at home or hospital bedside.

Ensure that all students in PRS receiving prenatal or extended CEHI have required doctor's notes that meet the following criteria:

- » Is the doctor's note signed (or on letterhead) by a licensed medical professional?
- » Is it dated?
- » Is the duration of time the student needs indicated on the form?
- » Does it state a valid medical reason? (meaning issue specific, and not just state "pregnancy")

Ensure there are logs for all students in CEHI and the logs contain all required dates, times (amount of time) and are signed by the teacher or have the teacher of record listed. Ensure all absences are correctly posted and the amount of time served does not go beyond the time allowed by SAAH. (6 weeks after pregnancy end date or max 10 weeks with doctor's note)

Ensure that each student in special education had an ARD document to reflect the student's homebound need and change their coding to an instructional code 01 (homebound). A student may not be coded anything other than 01 while being served at home and the coding cannot be changed without an ARD.

Ensure logs have all required dates, times and are signed (or have their name listed) by the certified SPED teacher (4 hours SPED time and 2 hours of PRS/week).

Do you have students that will deliver over the summer? It is a good practice to turn off all indicators at the end of the year. This will help prevent a student from rolling over into the next year that may no longer be eligible for PRS. Make a list of students that were to deliver during the summer to "check on" to see if they will need CEHI at the beginning of the next year.

*may be students needing CEHI the first week of school.*

If your LEA has a CEHI on campus waiver, check to see if the waiver should be renewed for the upcoming school year and will not expire.