Warren County Board of Education
2548 Morrison Street
McMinnville, Tennessee 37110

Jeffery Martin
Director of Attendance

Dr. Grant Swallows
Director of Schools

Dear Parent or Guardian,
Enclosed is the information and forms needed for your student to receive Homebound Services through the Warren County School system for the 2026-2027 school year. Homebound services are provided to students of the system in accordance with TN Law *(T.C.A.§§ 49-10-1101).* You will find the following forms:

- ✓ **Parent Homebound Checklist and Authorization Form:** This is a checklist of the forms enclosed in this packet. This form also lists who is authorized to be present during the student's instruction. This form must be signed by the parent/guardian of student and returned to homebound committee.
- ✓ **Rules and Responsibilities of the Warren County Schools Homebound Program**: ***PLEASE READ AND BE FAMILIAR WITH THIS INFORMATION. PLEASE RETAIN THIS COPY OF THE RULES AND RESPONSIBILITIES FOR FUTURE REFERENCE.*** This information includes the parents, students, and homebound teachers' responsibilities and a set of rules and regulations related to homebound services. Failure to abide by the rules and regulations of the homebound program may result in termination of homebound services.
- ✓ **Healthcare Provider Documentation Form**: Treating Physician, *which may include Surgeons, Osteopathic Physicians, Nurse Practitioners, Licensed Psychologist & LCSW (A person who is licensed under T.C.A. Title 63, Chapter 6; T.C.A. Title 63, Chapter 9; T.C.A. Title 63, Chapter 11; or T.C.A. § 63-23-105 or similar statute in another jurisdiction and who is the professional treating the student for the medical condition requiring homebound instruction. T.C.A.§§ 49-10-1101)* **MUST sign the HEALTHCARE PROVIDER DOCUMENTATION form.** Applications with stamped signatures or signed by non-treating providers **will not be accepted**. You may also include medical documents (i.e. progress/soap notes, admission and discharge summary, etc.) regarding student's medical status with this application.
- ✓ **Authorization to Release Confidential Information:** This form allows Warren County Board of Education employees to request additional records, if necessary, and have verbal conversations with medical personnel related to the student.

The parent/guardian is responsible for the completion and return of the completed and signed Homebound paperwork to the Warren County Board of Education. *PACKETS MUST BE RECEIVED AT THE WARREN COUNTY BOARD OF EDUCATION BUILDING BY 12:00 PM ON MONDAY IN ORDER TO BE REVIEWED BY THE COMMITTEE ON TUESDAY MORNING AT 8:00AM.* The parent/guardian of student is welcome to attend the homebound committee meeting regarding their student. Please contact Mr. Jeffery Martin at 931-668-4022 to set up time to attend meeting. The committee will make the decision regarding a student's placement in the program based on the information provided.

While awaiting a decision regarding placement in the homebound program, it is the responsibility of the student and/or parents/guardian to pick up assignments from their school and keep the student current in his/her work. If the student is approved for homebound services, the homebound teacher will not be responsible for work that should have been completed prior to the homebound certification. A new Homebound packet and all forms must be completed and signed each school year in order to receive homebound services.

Please return the completed Homebound Referral Packet to:
Mr. Jeffery Martin, Director of Attendance
Warren County Board of Education
2548 Morrison Street, McMinnville, TN 37110
(931) 668-4022 or Fax (931) 815-2703

Sincerely,

Jeffery Martin

Warren County Schools Director of Attendance

Revised: May 22, 2026