

**INSTRUCTIONS FOR COMPLETING HOMEBOUND
TIME AND TRAVEL SHEETS**

**PLEASE DO NOT LIST TWO OR MORE STUDENTS ON THE SAME TIME SHEET
FORM**

**DO NOT LIST TWO OR MORE STUDENTS ON THE SAME TRAVEL FORM EVEN
THOUGH YOU MAY TRAVEL FROM ONE STUDENT'S HOME TO ANOTHER
STUDENT'S HOME.**

**YOU SHOULD HAVE SEPARATE TRAVEL FORM AND A SEPARATE TIME FORM FOR
EACH STUDENT YOU SERVE.**

THANK YOU.

ANY QUESTIONS PLEASE CALL:

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