



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 6, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **Homebound Instruction Services Data Reporting**

The [Homebound Instruction Services Data Reporting](#) for school year 2017-2018 will be collected through the Single Sign-On for Web Systems (SSWS) portal. The data requested will include: each homebound teacher's license number, hourly rate of payment, and number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed.

The data must be submitted electronically through SSWS, which may be accessed at: [SSWS](#). The SSWS will be open for submission of reports from August 10, 2018, through September 14, 2018. Please note that any data entered before the initiation date will be lost when the system opens. Please wait until August 10, 2018, to enter any data. It is critical that school divisions meet the September 14 deadline for submission of this report to ensure timely reimbursement from fiscal year 2019 state funds. Individuals who will be entering data, but who do not have a current homebound password, will need to obtain one by contacting the SSWS Account Manager designated for their respective school division.

In addition to submitting the data electronically, the completed report must be printed, signed by the division superintendent, and mailed by September 14, 2018, to Susan Trulove, Homebound Services Specialist, Office of Student Services, Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218-2120.

If you have any questions, please contact Susan Trulove at (804) 786-0720 or by email at Susan.Trulove@doe.virginia.gov ✉.

JFL/smt