



# Exceptional Student Services

## Reporting Home-Based Special Education Students

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# Contents

Introduction .....	3
Reporting a Home-Based Student in AzEDS.....	3
Frequently Asked Questions.....	3
Do I need to report minutes for a Home-based student? .....	3
If a student is long-term suspended, are they considered Home-based? .....	3
Can a Special Education (SPED) student be Homebound per A.R.S. §15-901?.....	3

## Introduction

This guidance is for Public Educational Agency (PEA) personnel who report special education (SPED) data for students who have an Individualized Education Program (IEP) that requires Home-based placement, as determined by the IEP team. Home-based placement (Home-based instruction) is one of the most restrictive placement options along the continuum of service delivery models that are available for students with disabilities. The IEP team determines the student's least restrictive environment (LRE) and reviews and revises the student's IEP, as necessary, to ensure that a free appropriate public education (FAPE) is provided. This placement is not typical and often may be temporary.

Home-based placement differs from Homeschooled or Homebound/Hospitalized status, which is determined and governed by the Arizona Revised Statutes (A.R.S.). [Please see the Home-based vs. Homeschool vs. Homebound guidance](#) for more information.

## Reporting a Home-Based Student in AzEDS

- The enrollment should be reported at the school site where the student would normally attend within the PEA if they were not Home-based.
- The student should be reported with LRE H.
- The student should be reported with the appropriate Eligibility/Need categories as determined by their evaluation.
- The student should be reported as Tuition Payer Code 1 (TP1).
- The student should be reported with the appropriate Full Time Equivalency (FTE).
  - a. Please visit the [School Finance web page](#) for FTE guidance.

## Frequently Asked Questions

### Do I need to report minutes for a Home-based student?

No, Home-based students have regular attendance and should be reported with the applicable FTE. If a student does not receive instruction on a given day, the student should be reported as absent.

### If a student is long-term suspended, are they considered Home-based?

It depends. A special education student who is long-term suspended and who will receive instruction outside of a school is considered Home-based, and the reporting to AzEDS should be updated to reflect Home-based.

### Can a Special Education (SPED) student be Homebound per A.R.S. §15-901?

Yes. A SPED student can be designated Homebound, just as a general education student can, under local policy. If the proper medical certification has been received, stating that the student is unable to attend school for a period of not less than three school months, the student should be designated as Homebound in the Student Information System. Once designated as Homebound, minutes of attendance are to be reported. [Homebound Instruction](#) can be found on [School Finance's web page](#) under the Homebound Guidance accordion. A SPED student designated as Homebound will receive instruction at home, and SPED data should be reported with the appropriate Need, LRE H, TP1, and the appropriate FTE.