PORTLAND PUBLIC SCHOOLS

Home Instruction Log for Section 504 Hours

Student Name: _____ID: _____School: _____

Date of Service	Instructional Hours (Round to .25)	Comments

I have provided the hours of instruction:

Instructor's Name: _____ PPS ID: _____ Initials: _____

I approve these hours:

Building Administrator: _____ Initials: _____

Instructions:

1) Submit completed log to the Administrator of the student's school for signature by the 14th of each month.

2) Please scan the signed log to yourself and forward to studentservices@pps.net ***before the 15th of each month***. This log is used for payroll as well as to log instructional hours for the student in Synergy.

*Please note that you can only bill for the hours you meet with the student (max of 5 per week) and may not bill for any prep or travel. Mileage reimbursement is available and can be submitted each month along with the home instruction log, to studentservices@pps.net **IF** you are commuting from one work site to the Home Instruction site (note from your home to the Home Instruction site).

Questions? Please call Student Success and Health at 503-916-5460 or email studentservices@pps.net

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For Office Use Only:

Payroll Entered: _____ Instructional hours entered: _____