



Home Instruction Log for Section 504 Hours

Student Name _____ ID _____ School _____

Date of Service	Instructional Hrs (round to .25)	Non-Instructional Hrs i.e. Prep (round to .25)	Comments

I have provided the hours of instruction

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

Home Instruction may continue for student with 504 accommodations

Coordinator/504 Case Manager Name: _____ Initials: _____

Instructions:

- 1) Prior to payroll deadline-- the 15th of the month-- the home instructor completes this form and submits it to the person responsible for their payroll and to the student’s school 504 coordinator, either by scanning and sending via email, or in person.
- 2) School 504 coordinator approves by initialing the log, then scans and sends via email with subject heading “Synergy Instruction Hours” to IT Service Desk itservicedesk@pps.net and to the 504 case manager if applicable (high schools) and to Student Services studentservices@pps.net.

Questions? Please call Student Services at 503.916.5460 or email studentservices@pps.net