



How to Report Students on Homebound Instruction to PDE

For CSA emails – As a Chief School Administrator, you have been given access to Homebound Extension in IMS.

The Pennsylvania Department of Education's Integrated Monitoring System is now used (as of 2024-2025) to request an extension of homebound instruction for a student. Access the Homebound Instruction Request Extension application in PDE's Integrated Monitoring System (IMS) to request an extension of homebound instruction for a student.

Instructions

- A report must be submitted for any regular education student who will have been homebound for three months. If the need for homebound instruction continues past the initial three calendar months, a report for each subsequent request must also be submitted.
- Click on - <https://www.pdeims.com/>
- The Chief School Administrator (CSA), i.e., Superintendent, must give IMS users access to Homebound Instruction Request Extension in My Team. (See attachment)
- User login to IMS.
- Select School Services Office
- Click on Homebound Instruction Request Extension.
- Save your updates
- Do not send attachments or doctor's letters; these are for the benefit of the LEA. All justification for the LEA's request to continue homebound instruction must be included in the online request. Please ensure that the explanation is sufficiently detailed to justify an extension.

Did you know?

- Information on structuring Homebound Instruction can now be found at the [Homebound Instruction webpage](#).
- For a student with a special education designation who is seeking homebound instruction but is not designated as receiving Instruction Conducted in the Home, the LEA must immediately report the homebound instruction using the Special Education Students @ Home (SES@Home) reporting system.

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- Visit the [PDE IMS login webpage](#). For further technical support, please contact the IMS Team at RA-EDIMS@pa.gov.
- Additional resources can be found by clicking the buttons:

[IMS User Access for Homebound
Instruction Request Extension](#)

[PDE Guidance on how to complete the
Homebound Instruction Extension Report](#)

For questions and assistance on homebound instruction, please contact:

Special Education Students – Dr. Laura Bray – lhalstead@pa.gov
Regular Education Students – RA-homebound@pa.gov

For questions and assistance on – Excusals from attendance for other than temporary reasons – and placing students on the inactive roll, please contact RA-homebound@pa.gov.



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