

## Home Hospital Log Process

Home Hospital Teacher(s)/Counselor will turn in a copy of the weekly home hospital log to office. All logs must be scanned and up loaded to Share Point Home Hospital file by end of day on Friday.

- In the Staff SharePoint site, create a folder called "Home Hospital".
- Then create a subfolder called 504 and a separate subfolder called Special Ed.
- Within the subfolder, create a student file label it last name, first name.
- All logs should be labeled week 1, week 2 week 3 etc. and placed in the student folder.

If you have, any questions please contact:

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