

Short-Term Independent Study Guide

Procedures for completing the Independent Study and Assignment Agreement Forms

Independent Study & Assignments Agreement Forms – Prior to the Student Leaving (Section A)

- IS Agreement Numbers **1-19** and IS Assignment Numbers **1-18 (Section A)** **must** be completed and signed/dated **prior** the student leaves on his/her first day of independent study.

Example: Beginning Date: 10/14/13

Ending Date: 10/18/13

Last Date to have all forms completed and signed: 10/11/13

- Student Attendance shall be marked as “B”, ISP until the end of the contract period. The student attendance will then be recorded as “C”, Complete or “Y”, Incomplete

For Middle and High Schools, you will have an Assignments Agreement form for **each** of the period classes based on the student’s schedule. Classroom Teachers **must** sign/date these forms.

- Once the student returns from IS, (for attendance credit, student **MUST** return completed work by the **Due Date** which is date the student is to return back to school)
Example: Based on IS date above –
Assignment Due Date: 10/21/13

IS Assignments Agreement Form (Section B) – Student Returned to School

- The “School Personnel That Received the Completed Assignment Work” must sign and date this form on the date he/she received the work. **Numbers 1 & 2.**
- **Numbers 1-10 are then completed signed/dated by the Supervising Teacher on each of the Assignments Agreement form if it is for secondary and one Assignments Agreement form for elementary. Note: Number 3 is completed by the Classroom Teacher at the secondary sites. The Supervising Teacher attaches original samples of student’s work to the Assignment Agreement forms, initials and dates the first page of the attached original sample work, and returns the IS packet to the Attendance Office.**

- **Original** agreement forms and sample work product are maintained by the Attendance Assistant in an **individual independent study file for each student.**

Short-Term Independent Study Attendance Report

- The Attendance Assistant completes the Short-Term IS Attendance Report on a monthly basis by completing sections. A copy of this form is sent into the Attendance Accounting Department/Business Office at the end of each month.

NOTE: If any of these State required components are missing, it can mean lost revenue to the District.