

San Luis Coastal Unified School District

**ELEMENTARY SCHOOL STUDENT
INDEPENDENT STUDY AGREEMENT FOR EXTENDED ABSENCES
Information for Students, Parents, and Staff**

Independent Study is an optional educational alternative in which no pupil may be required to participate.

A student may only participate in an Independent Study Agreement once per school year.

We are unable to claim attendance for a student's unexcused absence, which extends between five and twenty days, unless there is a written agreement between the school and the family.

With a written agreement between the school and the family, the school can claim attendance for these extended absences as long as these procedures are followed:

1. **At least 10 school days prior to the absence**, parents and student complete and sign the attached Independent Study Agreement and submit it to the school office staff, who then gives a copy to the student's teacher.
2. **Within 2 days of the absence**, the classroom teacher provides class work assignments to the student on the attached Assignment Sheet, indicating what the student is expected to do while s/he is away from school in order to receive credit.
3. **On the first day the student returns to school**, the assigned school work must be turned in to the teacher with the Assignment Sheet.
4. **Within 3 school days after the student returns to class**, the classroom teacher evaluates the work for credit, completes the Assignment Sheet, and submits to school office staff.
5. The office staff, with administrative support, marks the number of days of credit on the Independent Study Agreement. Teacher notifies parent if full credit is not given.
6. The school office staff creates a file for each student (not a cum file) that contains the Independent Study Agreement, Assignment Sheet, samples of student work, and a copy of the student's attendance report from PowerSchool. A copy of the Independent Study Board Policy 6158 should be filed at the front of the Independent Study file drawer.
7. School office staff sends copies of completed Independent Study Agreements to Sharon Bloom, Fiscal Services Department, with each month's attendance reports.
8. Student must complete at least 60% of daily assignment(s) to receive daily attendance credit. However, the student's work will be graded upon both the percentage completed and the quality and correctness of the work presented.

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Independent Study is an optional educational alternative in which no pupil may be required to participate. A student may only participate in an Independent Study Agreement once per school year. Failure to complete assigned work may adversely affect a student's grades.

Student Name:	School of Attendance:
Date of Birth:	Grade:
Parent/Guardian:	Address:
Phone:	
First Date of Absence:	Last Date of Absence:
Total Days Absent:	

Student must complete at least 60% of daily assignment(s) to receive daily attendance credit.

Teacher	Total Days Credit

Student's Educational Objectives (to be completed by school staff)

- For students with IEP or 504 Plans, placement in Independent Study shall be determined through an amendment **prior** to establishing this agreement.

The student shall:

- Successfully complete the assigned school work while absent from school.
- See attached Assignment Sheet from the teacher for assignments to be completed while on Independent Study.
- Return from Independent Study prepared to take any tests which were missed while absent or w/ are scheduled upon return.
- Submit Assignment Sheet to teacher upon the first day of returning to school. (Teacher will evaluate work and determine number of days of credit or no credit.)

The Independent Study Program outlined provides an educational opportunity that is in the best interest of the named student, and I agree with its implementation.

Parent's/Guardian's Signature _____ Date _____ <small>(Parent & Student must complete and sign this agreement at least 10 days prior to the absence.)</small>	Student's Signature _____ Date _____
Principal's Signature _____	Date _____

**SLCUSD ELEMENTARY SCHOOL STUDENT
ASSIGNMENT SHEET**

Student: _____

Teacher: _____

Grade: _____

First Date of Absence: _____ Last Date of Absence: _____

Once the assigned work is completed, the student must submit this sheet to the teacher for determination of number of days of credit/no credit. The student must complete at least 60% of each day's assignments to receive credit for the day. However, work will be graded on both the percentage completed and the quality and correctness of the work presented. The teacher will attach a packet with samples of completed work (i.e., samples from different subject areas, as well as evaluation notes, date of evaluation, credit earned, and teacher's signature or initials).

Assignment Dates	Assignment	Date Completed by Student	Number of Days of Credit / Teacher's Initials	Number of Days of No Credit/ Teacher's Initials