

**Pleasanton Unified School District**  
**Short-Term Independent Study Absence Contract (6-12)**  
**Must notify school administration at least ten (10) school days prior to pre-planned absence**

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

This contract helps students to stay current with their class work during the course of a pre-planned absence from school. The time value of school work assigned and evaluated by teachers may be credited for lost funding. Independent Study is voluntary. All assignments are consistent with the student's course of study and Board approved objectives. Please see the attached procedures for additional information.

STUDENT DIRECTIONS: (1) Do your assignments during your absence. (2) Bring your finished assignments to the attendance office on your first day back so that file copies can be made. (3) Submit your completed work to your teachers.

**AGREEMENT**

AS STUDENT, I will take time to do my best work and to keep learning. I will not lose materials that my teachers provide for me. I will finish all the work necessary to complete my contract and turn it in to the attendance office on my first day back to school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

AS PARENT/Guardian, I realize that absence from the classroom may have a negative impact on my child's grade for that class, since it is impossible to "make up" class discussions, lectures, audio-visual presentation, laboratory demonstrations, guest speakers, and other one-time-only events in the educational process. However, I agree to minimize the detrimental effect of absence by having my child complete assignments listed on this form and submit upon return to school. I am aware that failure to do so may result in academic regression. I realize my child may have additional work to complete upon his/her return to school and that I have read, understand, and agree to the "Independent Study Contract Request and Procedures."

Parent's/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

An administrator's signature on the vacation absence form does NOT constitute approval by the school for the absence, but simply confirms proper notification of the reason for this possible excused absence. Absences may not exceed 15 school days. Additional days of absence, will be marked according to our District Attendance Policy, and may result in referrals to a School Attendance Review Team (SART) meeting, or School Attendance Review Board (SARB meeting).

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

If the student has a current IEP, approval of the Special Education Department is required.

IEP Case Manager Name: \_\_\_\_\_ IEP Case Manager Signature/Date: \_\_\_\_\_

<i>Before the Absence</i>	<i>Upon Return</i>
Class/Subject _____ Assignments: _____  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full-time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____  Date _____  How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments: _____
Class/Subject _____ Assignments: _____  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full-time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____  Date _____  How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments: _____

<b>Before the Absence</b>	<b>Upon Return</b>
Class/Subject _____ Assignments:  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments:
Class/Subject _____ Assignments:  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments:
Class/Subject _____ Assignments:  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments:
Class/Subject _____ Assignments:  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments:
Class/Subject _____ Assignments:  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____  Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments:

<i>Before the Absence</i>	<i>Upon Return</i>
Class/Subject _____ Assignments: _____  Teacher's Signature _____ Date _____	Assignments have been turned in, evaluated by me and are equivalent in time value to full- time school work. If less than full-time equivalent, specify % of full-time _____ Teacher's Signature _____ Date _____ How was the work evaluated? (Circle all methods used) Graded papers      Oral Observation      Other: _____ Comments: _____

**For Office Use Only: Verification of Completion of the Independent Study Absence Contract - (This contract must be retained for 3 years)**

\_\_\_\_\_ Representative Work Samples Attached Note: Minimum days are rounded off to whole ADA days.

As per the teacher(s), the above named student has completed equivalent apportionment days while away from school for calendar days. Students in special education qualify for independent study only if included in the IEP (Individual Education Plan).

Administrator's/Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Agreements**

Participation in Independent Study is optional and is voluntarily selected. Responsibilities of the parties participating in Independent Study are described in Education Code, Section 51747, and California Administrative Code, Title 5 Section 11702 and 11703. Parents/guardians of students at the elementary level should recognize that Independent Study requires a significant commitment on the part of the student's parents or guardians who function as the student's at-home learning facilitator.

Student and parents/guardians agree that;

- Students participating in Independent Study may not be enrolled as a student in any other public school during this contract time period. However, private, part-time, tutorial, or supplemental enrichment, or concurrent enrollment in community college classes are permissible.
- All students participating in Independent Study have the option of classroom instruction in the Pleasanton Unified School District or their home district. Enrollment is continuously voluntary.
- Independent Study is an optional educational alternative that students voluntarily select, including expelled students (Ed Code 48915) and/or students whose expulsion has been suspended (Ed Code 48917).
- When a student misses a percentage of assignments that equate to three or more days of missed attendance, the advisor will complete a written evaluation to determine if the student should remain in this program.

Parents/guardians agree to;

- Grant permission for the named student to enroll in Independent Study, an optional educational program offered by the Pleasanton Unified School District.
- Work closely with the teacher(s) on implementation and evaluation of the assignments for my student. I may also utilize a tutor to help with this role. If a tutor is utilized, the tutor should also be made aware of the requirements in this agreement.
- Provide assistance and support, and is required to check for completion and quality of assigned work on a regular basis and to check the student's progress and current grade status online as described in the course syllabus.
- Understand that they have the right to review the student's progress in the program and disenroll at any time.
- Understand that all materials are the property of the Pleasanton Unified School District and must be returned to The Pleasanton Virtual Academy upon termination. Parents/guardians agree to pay for any lost, damaged, or unreturned materials.
- Understand that credit will be issued only after all assigned work is completed and it has been evaluated by the teacher and deemed satisfactory.

**Equitable Provision of Resources and Services**

The Virtual Academy option is equivalent in quality and quantity to classroom instruction and students who choose to enroll in a Virtual Academy/Independent Study have equality of rights and privileges with students in the traditional school program. All resources, including materials and personnel, are made available to the pupils (resources reasonably necessary to the achievement of the objectives in the written agreement, not to exclude resources normally available to all pupils on the same terms as the terms on which they are normally available to all pupils). 9-12th grade Virtual Academy students may participate in extracurricular activities, like sports, fine arts, and social events and receive support services at their resident school provided that there is space available and that the student meets any school-based participation criteria.