

Folsom Cordova Unified School District
SHORT TERM INDEPENDENT STUDY K-12

Name _____ School _____ Grade _____

Address _____ Phone _____

Duration: 3 days minimum – 14 days maximum per school year Parent accept initial: _____

BEGIN Date _____ END Date (Return to School): _____

Work Product is due to the school: _____ (Teachers must sign and date work samples when received)
The work product (i.e. homework, assignment) is due to the school on the return date above.

INDEPENDENT STUDY AGREEMENT
(Education code 51747)

Student

- All completed work must be returned to the classroom teacher by the return date specified above.

Parent/Guardian

- Independent Study is not available the first two weeks of school or the last two weeks of school. Students who fail to report back by the third day of instruction may be disenrolled. If space is no longer available, the student will be overflowed to another neighboring school or at the secondary level the student may lose their spot in a high demand class.
- I am responsible for the supervision of my child while he or she is completing the assignments necessary for evaluation.
- I am liable for the cost of replacement or repair for willfully damaged or destroyed books or other school property

Student Date Teacher Date

Parent/Guardian Date Principal Date

Assignment & Work Record

Course Subject	Description of Assignment and Books/Materials
Math	
English	
Language Arts	
Science	
Social Studies	
Other	
Other	

Manner & Method of Evaluation: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Review and Grading of Assignments | <input type="checkbox"/> Written test |
| <input type="checkbox"/> Demonstration of Skills | <input type="checkbox"/> Oral presentation |
| <input type="checkbox"/> Other _____ | |

Attendance Credit: _____ days (round down to “whole” days)

Comments: _____

Supervising teacher's signature _____ Date _____

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Use this process for claiming and documenting ADA for students of special circumstances who are temporarily not attending school. (Short-Term Independent Study). Students should be gone a minimum of three days (3 days) but cannot exceed 14 days.

No ADA can be claimed unless the following procedures are followed:

BEFORE the student leaves:

The School Office:

- Will ensure that the contract is completed in full. Parent/Guardian, Student, Supervising Teacher and Principal must sign AND date the Independent Study Contract, at which time a begin date and end date of contract is determined. These signatures must be dated 10 days PRIOR to the begin date of the contract.
- The supervising teacher must be a certificated teacher employed by the district. The supervising teacher will coordinate the work assignments and determine the number of days of academic credit. The supervising teacher must personally review and evaluate the time value determined by the individual classroom teacher.
- ADA credit is only received for contracts of three days or more.
- Work product (i.e. assignment) is issued to the student. It is explained to the student and parent that the work product must be turned in by the next school day after the student returns (end date) in order to receive attendance credit.

WHEN the student returns:

The Student:

- The student must turn in their work product (i.e. assignment) on the END date on the Independent Study Contract in order to receive attendance credit for contracts 3 days or greater. Failure to turn in work product will disallow all ADA associated with this contract.

The Classroom Teacher:

- The teacher dates and initials the work product when it is received from the student.
- The teacher evaluates, corrects, and grades the work that has been completed by the student.
- The teacher determines the number of “Attendance Credit Days” that can be given based on the time value of student work completed.
- The teacher returns the completed Independent Study Contract with work samples to the school office for attendance processing.

The School Office:

- The school office changes the “IHI” absence code to “IHC” for the amount of Attendance Credit completed as noted on the Independent Study Contract based upon the teacher’s assessment of the work completed.
- The school office staples the Independent Study Contract and work samples together and places it in the school attendance file with the monthly detail.

When the above procedures have been completed, the school can claim ADA. Partial days cannot be claimed if the student doesn’t meet the minimum day requirements.