



# HORIZONS CENTER FOR INDEPENDENT STUDY

One Santa Barbara Road, Pleasant Hill, CA 94523  
925-682-8000 x3960 horizonscis.mdusd.org

**“ALWAYS FORWARD!”**

Independent study is an optional alternative instructional strategy for pupils whose needs may be best met through **study outside of the regular classroom setting**. Independent study offers a means of individualizing the educational plan to serve pupils:

- who desire a **more challenging** educational experience; or
- whose **health or other personal circumstances** make classroom attendance difficult; or
- who are unable to access course(s) due to **scheduling problems**; or
- who need to make up credits or **fill gaps** in their learning.

*- MDUSD Board Policy (4/26/2023)*

"By law, independent study education is to be substantially equivalent to classroom instruction... Generally, success in independent study **requires motivation and a strong commitment** on the part of the pupil and, for most pupils, **requires the support of parents, guardians, or caregivers**. It also **requires sufficient academic preparation** to enable the pupil to work independently."

*- California Department of Education (9/1/2023)*

## APPLICATION FOR TRANSFER, Grades 9-12

Complete all parts of the application. If your application is incomplete, it may not be accepted. Please use ink and print your answers.

### PART 1: CONTACT INFORMATION

Name (First) (Last)	Student ID	Date of Birth (mm/dd/year)	Current Grade
Parent or Legal Guardian Name		Home Phone Number (     )	
Residence Address	City	Zip Code	
Parent Email Address		Parent Cell Phone Number (     )	
School of Residence	Current School of Attendance	Current Residence District	
School Official who Recommended HCIS		Signature of School Official	

## PART 2: AGREEMENT

Please acknowledge that you understand and **AGREE** to each of the following:

- I will complete a minimum of **30 hours of schoolwork each week**.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- I will arrive at each HCIS appointment **fully prepared**, with my assignments already submitted online or ready to give to my teacher.
  - I understand that my work is due even if I am unable to attend my meeting.
  - If I do not attend a meeting, my parents or guardian will notify my teacher(s) and, if necessary, drop my work off at school for me.
  - I will bring any necessary books, materials, and/or my Chromebook to each meeting.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- I assume full responsibility for getting to my meetings **on time** each week.
  - I understand that arriving 15 minutes late or more may count as a missed meeting.
  - I agree to spend additional time at HCIS as required by my teacher.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- If I am not making satisfactory educational progress at HCIS, I may be required to participate in meetings to discuss other options for school enrollment. Satisfactory progress consists of:
  - Earning at least 2.5 credits per course per quarter.
  - Missing no more than two assignments in any course per quarter.
  - Missing no more than one meeting per quarter.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- I must be taking and turning in work for at least four courses at all times to remain enrolled at HCIS.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- I may return to in-person instruction within five days of making the request. If I wish to transfer back to my home high school, I will contact the HCIS office.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- If I violate the Academic Honesty Policy, I may be dismissed from HCIS, with future participation prohibited.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

- I will return all books and materials if I unenroll from HCIS. I will return all tech devices when I graduate or leave the district.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Initials

### PART 3: LETTER

**Write** a LETTER OF INTRODUCTION in your own handwriting on a separate piece of paper. This letter is about helping your teachers understand your skill level so they can support you better. In the letter, please describe your reasons for wanting to transfer to Horizons. Also include how your skills and experiences make you a good fit for the program. Further, include any specific goals you hope to achieve by making this transfer. Staple your letter to the back of your application.

### PART 4: SECTION 504 OR IEP?

Are you identified as a student with a learning disability?

- No.
- Yes, I have a Section 504 plan. Please explain.

\_\_\_\_\_  
\_\_\_\_\_

- Yes, I have an IEP (and I understand that a transitional IEP must be held to determine if HCIS is an appropriate placement). Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART 5: SIGNATURES

As a student, I understand that Independent Study is an optional education alternative in which I am choosing to participate and engage.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As a parent/guardian, I understand that Independent Study is an optional educational alternative in which I am choosing for my child to participate and engage.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**When you complete this application, please submit it to the school counselor at your comprehensive high school. The school counselor will send your application and cumulative record to HCIS for consideration.**

***[Optional]***

If there is anything else you would like us to know, please write it below.

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