

2951 MARKELEY LANE
FAIRFIELD, CALIFORNIA 94533-6513
(707) 437-7333

*Kristin Shields, Principal
Diane Johnson, Assistant Principal
Sheila McCumber, Assistant Principal
Keedrick Gardner, Assistant Principal*

**Vanden High School
Short Term Independent Study**

Dear Parents and Student,

Given TUSD has returned to fulltime in person learning, it is always in student's best interest to be physically present at school when school is in session. Vacations should be scheduled during school breaks to allow students maximum access to their education. For most students, there is a direct correlation between in class attendance and achievement. For those rare times, when students must miss school, Short-term Independent Study may be an option. Students who meet the requirements below, and are able to complete work independently, may apply for STIS for three (3) to fifteen (15) consecutive school days. Applications must be submitted five or more days in advance in order to give teachers adequate time to prepare the Independent Study lessons.

If your student has an IEP, an IEP meeting must be held before the STIS request can be approved. Contact your student's case manager and Tracy Adan (at tadan@travisusd.org) well in advance to allow enough time to coordinate and hold an IEP meeting as well as complete the necessary paperwork.

Please complete the following for an STIS request.

1. Complete the application found on the Vanden website [STIS](#).
2. Return or email the completed application to Tracy Adan (tadan@travisusd.org)
3. Complete all work assigned by your teachers while you are out independently.
4. Turn in completed work to the Tracy Adan in Student Support Center on return date.

A final component of STIS is that all work done during the absence must be submitted the day the student returns to school. Students who do not submit their work upon return, will have **Unexcused** absences and become truant.

If you have any questions, please do not hesitate to ask.

Sincerely,

Vanden High School
Administrative Team
(707)437-7333

Tracy Adan
School Secretary
(707)437-7333 ext. 8010

VANDEN HIGH SCHOOL

Short Term Independent Study Application

Student's Name: _____ Student ID# _____

Grade: _____ Date of Birth: _____ Age: _____

Name of Parent/ Guardian: _____

Address: _____

Parent Phone Numbers: Home _____ Work _____ Cell _____

Student's cell number: _____

Date Leaving: _____ Date Returning: _____

Reason for STIS leave: _____

I understand that Short Term Independent Study is a way for me to maintain my grades in class provided that I do all of my work assigned to me by my teachers. I understand that my work is due on the date **of return indicated above**. I will turn in my work to the Student Support Center **before** school starts on that date. I understand that failure to turn in the assigned work will result in unexcused absences that may lead to a truancy letter being issued. Also, failure to turn in completed work will negatively affect my grades.

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To be completed by office staff:

Number of periods of unexcused absences: _____

GPA on most recent grading period: _____

Total number of previous STIS days this school year: _____

Has this student failed to complete work from a previous STIS? YES NO

To be completed by Administrator :

_____ Approved

_____ Administrator's Signature

_____ Denied

_____ Reason Application is denied

_____ Date of parent contact