Santa Rosa City Schools
High School/Middle School
Short-Term Independent Study Agreement (STISA)

Student Name _____ School Name _____

Student ID Number _____ Student Grade Level_____

Parent (s) Name (s) _____

Address _____ City _____Zip Code _____

Telephone (_____) _____ Work Phone (s): Father _____Mother _____

Length of Absence _____ Dates of Absence _____

Per Board Policy and Administrative Regulation 6158 and 5113, Short-Term Independent Study Agreements (STISA) can be approved for up to 15 cumulative instructional days in a school year. AR 6158 reads: "When requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes." Furthermore, "the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently."

For the STISA, the site Vice Principal and/or Principal is the Superintendent's designee and is the sole responsible party that approves or denies the STISA. The SRCS Educational Services Department advises site administrators to allow no more than one formal STISA to be made with students and families in one academic year if for vacation purposes. All STISA forms and paperwork should be turned in for approval at least one week prior to an absence.

All course objectives will be consistent with the guidelines established in the Santa Rosa City School District College and Career Readiness Guide and course contracts will include additional descriptions of the objectives, study methods, activities, and due dates of the course of study covered by the agreement.

***Finally, if a student does not complete the assigned work, the agreement to excuse the absences will be voided. All assigned work is due to each teacher upon the student's return to school.**

Subject Area/Discipline	Date Work is Due (same as student's return to school date)	Teacher Signature That Work is Completed Upon Students Return (student must return this form to the attendance office)

Agreement: In undertaking the study of the courses below, I realize that I have the resources of school district personnel, curriculum (including audiovisual and computers), textbooks, supplementary materials, and community resources as listed in my course contract(s). Each assignment and work record form are incorporated in and made a part of this agreement.

We have read this agreement and hereby agree to all the conditions set forth herein.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Principal (or designee) Signature _____ Date _____

District Office Approval Signature _____ Date _____

SANTA ROSA CITY SCHOOLS
HIGH SCHOOL/MIDDLE SCHOOL
SHORT-TERM INDEPENDENT STUDY ASSIGNMENTS FOR
PRE-ARRANGED ABSENCES

Date Student Presented Assignment Sheet to Teacher_____

Assignment Due Same Day of Return to School (Per Board Policy and Admin. Regulation 6158)

Grade _____School_____ Student Name_____

Subject_____

Resources Needed to Complete Assignments:

1. _____

2. _____

3. _____

4. _____

Assignments/Special Activities (attach additional pages as necessary):

1. _____

2. _____

3. _____

4. _____

Teacher Evaluation Includes:

1. _____

2. _____

3. _____

4. _____

Teacher Comments: _____

_____

Teacher's Signature _____Student's Signature_____

SANTA ROSA CITY SCHOOLS
SHORT – TERM INDEPENDENT STUDY CHECKLIST

Numbers 1-8 are for the student to complete. Numbers 9 and 10 are for the Attendance Technician to complete.

BEFORE ABSENCE:

_____1) Obtain the *Short-Term Independent Study Agreement (STISA)* form from the school site Attendance Technician and/or counselor of record.

_____2) Obtain all signatures and submits for the principal's (or designee) approval; all signatures must be obtained one week prior to the beginning of the absence.

_____3) Obtain all the assignments from each teacher using the "Short-Term Independent Study Assignments for Prearranged Absences" form (one per class).

_____4) Bring the completed packet to the Attendance Technician.

DURING THE ABSENCE:

_____5) Work on and complete all work assigned for the period of the absence.

***SAME DAY* OF RETURNING TO SCHOOL:**

_____6) Turn in all completed work with attached assignment sheets to the school attendance technician. Copies will be made and the work will be returned to the student.

_____7) Take completed work to each teacher. Wait while the teacher reviews the assignments to verify they are all present. If all completed, the teacher signs the far right hand box of the STISA.

_____8) Return the signed STISA to the school attendance technician.

Attendance Technician Steps:

_____9) Attendance Technician will change Independent Study Pending to **Independent Study Complete** IF ALL teachers affirm ALL work was completed or **Independent Study Incomplete** if all teachers DO NOT confirm that all work was completed.

_____10) Attendance Technician will file and save the STISA in the student file.

PLEASE TURN IN WORK SAME DAY OF YOUR RETURN TO SCHOOL.
LATE WORK WILL NOT BE ACCEPTED.
Revised per BP 6158 (09/2024)