



North Monterey County Unified School District

13994 Castroville Blvd.
Castroville, CA 95012
831.633.3343

Please note that Short-Term IS is not available in August or May. Unexcused absences due to travel or other non-essential reasons during these months can lead to truancy notices and, for repeat offenders, may involve truancy enforcement.

Requirements to Participate in Short-Term IS

Participation in Short-Term IS must be agreed upon by mutual consent of the principal, Short-Term IS coordinator, parent/guardian, and student. Students should only be placed on Short-Term IS if they can successfully complete their academic work. Short-Term IS will not be issued during the first or last months of the school year.

- Request Submission:** Requests must be given to the principal at least five (5) school days prior to the first day of absence. In emergencies, contact the principal directly
 - The request must include a written reason for seeking Independent Study.
- Agreement/Contract:** An Independent Study Agreement/Contract is required and must be approved before the student begins Short-Term IS.
 - The agreement must be completed, signed, and dated by the parent/guardian, student, certificated staff coordinating short-term IS, administrator, and other relevant staff as needed.
- Duration Limit:** Participation is limited to a maximum of fifteen (15) school days.
- Supervision and Evaluation:** Each student's Independent Study contract will be coordinated, evaluated, and supervised by certificated staff coordinating short-term IS.
 - The agreement specifies the work to be completed, daily time commitments, submission deadlines, and evaluation methods.
- Parental Responsibility:** Parents/guardians are responsible for ensuring that students complete assignments on time. Incomplete work may result in unexcused absences, affect truancy status, and negatively impact student academic outcomes.
- Work Submission:** All assigned work is due on the day the student is scheduled to return to the classroom and will be graded by appropriately credentialed staff. This due date cannot be extended, even in cases of illness; the work must be submitted as scheduled.

Limitations on Participation

Although Short-Term IS accommodates most students, certain students may be ineligible for participation:

- Students performing below grade-level standards in Language Arts, Science, Social Studies, or Math, as assessed by multiple criteria, may not participate.
- Students involved in Student Attendance Review Team (SART) or Student Attendance Review Board (SARB) interventions for previous truancy may be restricted.
- Students who previously failed to complete a Short-Term IS contract are ineligible for future Short-Term IS opportunities.

Site administrators may deny the request for Short-Term IS if the dates conflict with state testing schedules. For further guidance or specific inquiries about Short-Term IS, please contact your student's school directly.