LAKE TAHOE UNIFIED SCHOOL DISTRICT

INDEPENDENT STUDY MASTER AGREEMENT

*parent area / **teacher area PARENTS: PLS TURN IN TO SCHOOL AT LEAST 5 SCHOOL DAYS IN ADVANCE OF ABSENCE

*Pupil Information (Parent or guardian Use)					
Student Name:		**ID:**		**Grade:**	
Address:		**Age:**		**Birthdate:**	
City and Zip:		**Phone:**			
Guardian:		**Guardian:**			
School Enrolled:	**Meyers Elementary**	**IS Reason:**			
Program Placement:	**____ GenEd ____ SPED ___ Other:**				

Duration of Agreement - 3 day min per absence / 15 day max per school yr (cumulative) *(Parent or Guardian Use)					
Beginning Date: (1st day out)		**End Date: (last day out)**		**Assignments Due Date:**	Within 3 days of return
Total School Days of Agreement:		**Teacher Name:**			

→ Independent Study is unavailable the first 2 weeks or last 2 weeks of school (K-8), or 1st or last terms (9-12). → Absences that extend beyond the independent study contract may result in a truancy letter since the additional days are not state approved absences.

→ Independent Study may be denied if a student has failed to meet the Independent Study requirements in the previous 12 months, if the student has unexcused absences or if the student is below grade level academic standards.

→ All Independent Study work shall be completed and turned in within 3 days after returning to school (BP6158) → Unfinished assignments will result in Unexcused Absences

→ Parents, students and teachers must sign the LTUSD Master Agreement

→ Must be requested at least five (5) days in advance of your departure so they can prepare assignments for your child.

Teachers: if the lines below are not checked, pls return this form to the office for processing:

____LOG ____CAL ____COPY FOR OFC

This contract for Independent Study is for pupils enrolled in a comprehensive elementary or secondary school who enroll in, or whose parent, guardian or caregiver voluntarily enroll their child in, independent study either as their educational option or to accommodate travel plans or other situations requiring the pupil to be away from school.

Pupil-Parent-Educator Conference: Before signing a written agreement for Independent Study, a pupil, or their parent, guardian, or caregiver if the pupil is less than 18 years of age, may request a parent-pupil- educator conference, during which they may ask questions about educational options, such as academic and nonacademic supports that will be made available to participating pupils, and the curriculum offerings. The district will conduct conferences by phone, videoconference, in person, or a school meeting.

Objectives, Methods of Study, Methods of Evaluation, and Resources: We understand that the pupil is to complete the subjects/courses listed below, and that subject/course objectives reflect the curriculum adopted by the district's governing board and are consistent with district standards, as outlined in the district's subject/course descriptions. The specific objectives, methods of study, methods of evaluation, manner of reporting academic progress and for communicating with parents, guardians, or caregivers about a pupil's academic progress, and resources for each assignment covered by this agreement will be described in the pupil work assignment contract(s), which are part of this agreement, and any subsidiary agreements are also part of this agreement.

****Teacher(s) use:**

Subject	Days Completed	Subject	Days Completed

Additional Classes: If the pupil satisfactorily completes all of the above subjects/courses before the ending date of the agreement, a supplemental agreement adding one or more courses/subjects may be completed and attached to the original agreement. The supplemental agreement shall meet all signature requirements as the original agreement.

Satisfactory Educational Progress: We understand that a pupil's satisfactory educational progress will be evaluated using all of the following measures:

- A pupil's achievement and engagement in the program, as indicated by their performance on applicable pupil-level measures of pupil achievement and engagement pursuant to paragraphs (4) and (5) of subdivision (d) of Education Code Section 52060, i.e. Local Control and Accountability Plan.
- A pupil's completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- A pupil's learning required concepts, as determined by the supervising teacher.
- A pupil's progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

Reporting: We understand that pupils are required to report to their teacher(s) as scheduled.

Pupils will be offered the opportunity to engage in both Live interaction and Synchronous learning according to the following guidelines:

- Transitional Kindergarten to grade 3 — daily synchronous instruction for all pupils throughout the school year.

- Grades 4 to 8 — both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.
- Grades 9 to 12 — at least weekly synchronous instruction for all pupils throughout the school year. •

The agreement for , includes the following information and details for when the pupil will engage in Live Interaction and Synchronous Instruction.

For Live interaction and Synchronous please email elevated@ltusd.org. To be filled out by Elevated Digital Learning Academy - ONLY

Live interaction– Subject/Course - Teacher	Schedule
N/A (unless parent chooses Elevated)	N/A

Assignments: We understand that according to the district policy for grades TK through 12, the maximum length of time allowed between the assignment and the date the assignment is due is 20 days. After not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks or if the pupil is not making satisfactory educational progress as determined by the general supervising teacher using the measures prescribed in accordance with paragraph (2) of subdivision (b) of Education Code Section 51747, an evaluation will be made to determine whether independent study is an appropriate strategy for this pupil.

Voluntary Statement: We understand that independent study is an optional educational alternative that pupils voluntarily select, including pupils covered under California Education Code sections 48915 and 48917. All pupils who choose independent study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom.

Quality and Quantity: Rights and Privileges; Resources and Services: The independent study option is to be substantially equivalent in quality, quantity, and intellectual challenge to classroom instruction. Pupils who choose to engage in independent study are to have equality of rights and privileges with the same access to existing services and resources as pupils in the regular school program.

Participating pupils will be offered access to resources, including, but not limited to, standards-aligned instructional materials, appropriately credentialed teachers, academic and nonacademic staff, and equipment and internet connectivity to enable them to adequately participate in their program and complete assigned work. Pupils who are not performing at grade level and/or need other supports will be offered access to them, as determined by the general supervising teacher.

Notification regarding expulsion or suspended expulsion: Instruction may be provided for a pupil that has been expelled EC 48915 (expulsion) or 48917 (suspended expulsion) through independent study only if the pupil has the continuous choice of classroom instruction EC 51747I(7); 5 CCR 11700(d)(2)(B)

School Responsibilities:

- The major objective for the duration of this agreement is to enable the pupil to learn and keep current with grade level requirements and studies for the period covered by this agreement. • This agreement is to enable the pupil to successfully reach the objectives and complete the assignments identified in the Assignment and Work-Record Form(s) that will be a part of this agreement. With the support of the parent, guardian, or caregiver, the pupil will submit assignments on or before the due date specified in the Assignment and Work-Record Form(s).

- According to district policy for Independent Study in grades K-12, no more than twenty (20) days may elapse between when an assignment is made by the supervising teacher and the date it is due, unless an exception is made in accordance with district policy. The Lake Tahoe USD will provide the instructional materials or access to materials and other necessary items and resources as specified for each assignment.
- The pupil will complete, during the term of this agreement, the coursework list attached. All course work will be consistent with the Lake Tahoe USD adopted curriculum. The Assignment and Work Record Form(s) include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- Pupils will be provided with academic intervention if performing below grade-level and social emotional and wellness support if that is deemed necessary.
- Independent Study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the pupil.
- The pupil's work will be evaluated by the method specified in the Assignment and Work-Record Form(s).

Pupil Responsibilities:

I understand that:

- Independent Study is a form of education that I have voluntarily chosen.
- I am entitled to access to materials/textbooks and learning supplies, including access to connectivity and devices adequate to participate in the education program and complete assigned work. • I have the same rights as other pupils in my grade at my school of enrollment.
- If I do not complete assignments given, my incomplete work will result in an evaluation to determine how much credit I will receive for the work completed.

I agree to:

- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.

Parent/Guardian/Caregiver Responsibilities:

I understand that Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under "Pupil." I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were attending during the period of Independent Study.
- I am responsible for supervising my child while my child is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due. • I am liable for the cost of replacement or repair for willfully damaged books, Chromebook, materials, and other school property checked out to my child.

AGREEMENT:

We have read this agreement, including the Assignment and Work-Record Form(s) and hereby agree to all the conditions set forth within. We further understand that on the date the contract ends the parent/guardian and pupil must go to the school office before returning to the regular classroom. All assigned work will be evaluated and given credit after it is turned in. No work will be accepted after the agreed upon due date.

***Student Name:_____ Date: _____**

***Parent/Guardian Sign:_____ Date:_____**

****Supervising Teacher Sign:_____Date: _____**

The following must be signed by the teacher assigned to supervise the Independent Study written agreement. The supervising teacher should review all accompanying pupil work record(s) and pupil work prior to signing off on the number of days of attendance credit. The supervising teacher may certify more total hours of attendance credit than is recorded by themself and other teachers on accompanying pupil work records.

****Total credits (how many days) given:**	**_____ days**
Supervising Teacher's Evaluation/Certificate: My signature below indicates that I, the assigned supervising teacher, have personally evaluated the pupil's work, OR that I have reviewed the evaluations made by other certificated teachers.	
**Supervising Teacher Signature:	Date:

Lake Tahoe Unified School District
Attendance Verification Report
2025-2026

Attendance will be calculated based on the time value of student work, as assessed by a credentialed teacher. Hours awarded were based on work products., synchronous instruction, and asynchronous learning.

****For Teacher use ONLY:**

Month: _____	**Date Range:** _____	**Number of School Days: _____**	
Course Name	Teacher	Days Awarded	Teacher Signature

****Days of Apportionment Awarded (Days/Hours to be added to Aeries):**

After calculating total hours and dividing by the minimum required instructional hours, the days of apportionment have been rounded down. **Teachers: find your grade, then enter total days completed x hours listed = total hrs**

Grade TK/K Total Days = _____x 3hrs =_____ **Total Hours** of Apportionment
Grades 1-3 Total Days = _____x 3.83hrs =_____ **Total Hours** of Apportionment
Grade 4-12 Total Days = _____x 4hrs =_____**Total Hours** of Apportionment
 Verified by Certificated – Based on the above hours awarded by supervising teacher.

Attendance clerk:

Staff Member Signature:_____Printed Name: _____