

Folsom Cordova Unified School District
SHORT TERM INDEPENDENT STUDY TK-12

Name _____ School _____ Grade _____

Address _____ Phone _____

Duration: 3 days minimum – 15 days maximum per school year Parent accept initial: _____

BEGIN Date _____ END Date (Return to School): _____

Work Product is due to the school: _____ (Teachers must sign and date work samples when received)

The work product (i.e. homework, assignment) is due to the school on the return date above.

INDEPENDENT STUDY AGREEMENT (Education Code 51747)

Student

- All completed work must be returned to the classroom teacher by the return date specified above.

Parent/Guardian

- Independent Study requests must be submitted at least 10 *school* days prior to the leave of absence.
- Independent Study is not available the first two weeks of school or the last two weeks of school. Students who fail to report back to school by the third day of instruction may be disenrolled. If space is no longer available, the student will be overflowed to a neighboring school or at the secondary level the student may lose their spot in a high demand class.
- I am responsible for the supervision of my child while they are completing the assignments necessary for evaluation.
- I am liable for the cost of replacement or repair for willfully damaged or destroyed books and or other school property

☐ Student is travelling out of the country and requests printed schoolwork.

Student *Date*

Teacher *Date*

Parent/Guardian *Date*

Principal *Date*

Assignment & Work Record

Course Subject	Description of Assignment	Percentage of Completion
Math		
English		
Language Arts		
Science		
Social Studies		
Other		
Other		
	Average %:	

*Multiply the total number of Independent Study days by average percent of completed work.

*Attendance Days Credit: _____ days (round down to “whole” days)

Manner & Method of Evaluation: (check all that apply)

- ☐ Review and Grading of Assignments
- ☐ Demonstration of Skills
- ☐ Other _____

- ☐ Written test
- ☐ Oral presentation

“I have reviewed the completed work and am assigning day’s credit for satisfactory work completed. Attached is a representative sample of the students work”

Supervising teacher’s signature _____ *Date* _____

Use this process for claiming and documenting ADA for students of special circumstances who are temporarily not attending school. (Short-Term Independent Study). Students should be gone for a minimum of three days (3 days) but cannot exceed 15 days per school year.

Please Note: Because of serious cybersecurity concerns, students are not able to access the District server from outside the US. This means they cannot access Clever, Google Classroom, or their email from a server outside the US.

No ADA can be claimed unless the following procedures are followed:

BEFORE the student leaves:**The School Office:**

- Will ensure that the contract is completed in full. Parent/Guardian, Student, Supervising Teacher and Principal must sign AND date the Independent Study Contract, at which time a begin date and end date of contract is determined. These signatures must be dated 10 *school* days PRIOR to the beginning date of the contract.
- The supervising teacher must be a certificated teacher employed by the district. The supervising teacher will coordinate the work assignments and determine the number of days of academic credit. The supervising teacher must personally review and evaluate the time value determined by the individual classroom teacher.
- Mark student attendance as IHI for each day the student is scheduled to be on contract; leave the day they return (End Date) blank.
- Work product (i.e. assignment) is issued to the student. It is explained to the student and parent that the work product must be turned in on the day the student is scheduled to return to school – the end date of the contract – in order to receive attendance credit.

WHEN the student returns:**The Student:**

- The students must turn in their work product (i.e. assignment) to the school office/teacher (IS Coordinator) on the END date on the Independent Study Contract in order to receive attendance credit for contracts 3 days or greater. Failure to turn in work product will disallow all ADA associated with this contract.

The Classroom Teacher:

- The teacher dates and initials the work product when it is received.
- The teacher evaluates, corrects, and grades the work that has been completed by the student.
- The teacher determines the number of “Attendance Credit Days” that can be given based on the time value of student work completed.
- Students will receive credit based on the number of hours of schoolwork completed:
- **Elementary School (TK & Kindergarten)**
 - **TK/K:** teacher must provide 3 hours of schoolwork daily, 15 hours completed will yield five days of classroom attendance.

- **Elementary School (1st-3rd grade):**
 - **1st-3rd grade:** teachers must provide 3 hours and 50 minutes of schoolwork daily, 19 hours and 20 minutes completed will yield five days of classroom attendance.
- **Elementary (4th & 5th grade):**
 - **4th-5th grade:** teachers must provide 4 hours of schoolwork daily, 20 hours completed will yield five days of classroom attendance.
- **Middle School (6th-8th grade): High School (9th-12th grade):**
 - For multi period days teachers must assign work equal to the class period missed. An accumulation of 4 hours of schoolwork daily, 20 hours completed will yield 5 days of classroom attendance (to be facilitated by the Independent Study Coordinator).
- The teacher returns the completed Independent Study Contract with work samples to the school office for attendance processing.

The School Office:

- The school office changes the “IHI” absence code to “IHC” for the amount of Attendance Credit completed as noted on the Independent Study Contract based upon the teacher’s assessment of the work completed.
- The school office staples the Independent Study Contract and work samples together and places it in the school attendance file with the monthly detail.

When the above procedures have been completed, the school can claim ADA. Partial days cannot be claimed if the student doesn’t meet the minimum day requirements.

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