



OPERATIONAL PROCEDURE

Date: 09/06/2024
No: OP 24-5

Title: Short-Term Independent Study

To: Principals, Assistant Principals & Office Staff

Issuing Dept.: Business Services
Erin Garcia, Assistant Superintendent

Reference: [Board Policy 6158- Independent Study](#)

Summary: This procedure outlines standard procedures to follow when students request short-term independent study, to properly record attendance, and to fulfill audit requirements

We believe the best way for our students to learn is to attend class everyday with teachers and peers. However, we also understand that sometimes our students may have to be absent. Short-Term Independent Study is a way for students to keep up with learning and earn attendance credit for these absences.

Short-Term Independent Study may be an option for students who miss **1 to 15 days of school**. Parents/guardians must request independent study at least five (5) business days in advance of the absence to allow time for teachers to assign work. Special Education students may participate only if the student's IEP specifically provides for that participation pursuant to Education Code 51745(c).

A Short-Term Independent Study Master Agreement (Elementary- [English](#) / [Spanish](#)) (Secondary- [English](#) / [Spanish](#)) must be signed at any point during the school year by 1) the student, 2) the parent/guardian, 3) the teacher or the certificated employee who has been designated as having responsibility for the general supervision of independent study (Assistant Principal).

**Please note: students may not participate for more than 15 cumulative days per school year.*

Instruction and Documentation

Classroom teachers must provide assignments that are aligned with grade-level standards that are substantially equivalent to in-person instruction during independent study. On

the **Independent Study Work Assignment & Evaluation** portion (page 2 of agreement), teachers will indicate assignment formats and methods of study and will provide the student with the specific information about what work to do and how to access it. The section listed as “Academic and Other Supports” may be completed as “N/A” if not applicable.

Evaluation & Attendance

Students have one (1) week after returning from independent study to submit any assigned work. Teachers will complete the Independent Study Evaluation that certifies their evaluation of the student’s work (% complete) and assign the number of days of attendance credit.

To earn attendance credit, students on independent study must have evidence that they completed at least the minimum number of instructional minutes of work/work product. Teachers will submit the completed form and one Student Work Sample per subject/course to the attendance office via hard copy or e-mail. If work samples are housed in Google Classroom, please provide the access code on the Evaluation form.

Attendance Staff Procedures

Before the start date of the independent study:

1. Prepare a Short-Term Independent Study Agreement by filling out the top portion with student information.
2. Send to the teacher to sign and list assignments to be completed (teacher to retain a copy for evaluation when student returns). *
3. Have the completed agreement signed by the parent/guardian and student.
4. Provide an executed copy to the student and parent/guardian.

During independent study:

1. Change the student’s instructional setting in Synergy to “Independent Study” for the date range on the contract.
2. Code absences as “Z” (Zero ADA IS).

After student returns:

1. Collect the fully completed Evaluation form(s) (hard copy or electronic) from the teacher(s) with the required student work samples. If work samples are housed in Google Classroom, confirm that the access code is listed on the Evaluation form.
2. Completed independent study attendance should be updated to an “F” (Full Day IS) for the number of days the teacher has certified based on the work completion. This will give student attendance credit and record ADA in Synergy for the dates of independent study.
3. Retain a file of work samples & agreement - must be kept on file for three (3) years.

***Secondary Levels:** The student is responsible for gathering signatures and assignments from each teacher as well as the work evaluation upon their return.