

<b>Name:</b>		<b>School:</b>		<b>DOB:</b>		<b>Grade:</b>	
<b>Address:</b>		<b>City:</b>		<b>Zip:</b>		<b>Phone #:</b>	
<b>Reason for Short Term Independent Study Program Placement:</b>		<b>Start Date:</b>		<b>End Date:</b>		<b>Total # of Days:</b>	

### **Purpose of Short Term Independent Study**

Short Term Independent Study is used to ensure that a student is able to maintain academic progress in his/her regular classes during a short term absence of **no less than 3 and no more than 14 DAYS** due to emergencies, vacation or illness. Short Term Independent Study is an **OPTIONAL** educational alternative in which no student may be required to participate. The major objective of a Short Term Independent Study agreement is to enable the student to keep current with learning for the duration of his/her time missed in school. WPUSD is committed to ensuring this objective is met and expects the same commitment from the student and his/her parent/guardian.

### **Eligibility Requirements**

For the 2021-2022 school year, ALL students on COVID 19 quarantine are eligible to participate in this program, and all eligibility requirements and request deadlines listed below do not apply.

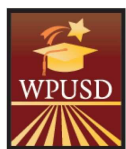
A student requesting Short Term Independent Study must be in good academic standing, have satisfactory attendance, and (if applicable) have successfully completed work from previous participation in Short Term Independent Study. The Superintendent or designee shall only approve Short Term Independent Study participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level should not be approved for Short Term Independent Study unless the school can provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful during his/her absence. A student with an IEP may not participate in independent study unless their IEP provides for such participation.

***Requests for Short Term Independent must be made no less than five (5) school days prior to the first day of a student's absence. All requests submitted late may be subject to denial.***

### **School Administration Responsibilities**

School Administration will:

- Ensure parents/guardians and teachers know and understand Board Policy and Administrative Regulation 6158 pertaining to Independent Study
- Review and approve or deny parent/guardian requests for Short Term Independent Study
- If a request is approved, provide the parent/guardian with necessary paperwork for Short Term Independent Study [Master Agreement and Assignment Sheet(s)] and facilitate completion of such paperwork
- Ensure that the student has access to applicable services and resources to successfully complete coursework assigned during independent study
- Certify credits/attendance earned as determined by the supervising teacher(s)
- Ensure the completion of all records and reports
- Assure a smooth transition into and out of the independent study mode of instruction



### **Supervising Teacher Responsibilities**

Supervising Teacher(s) will:

- Review Board Policy and Administrative Regulation 6158 pertaining to Independent Study
- Provide input to school administration to aide in the approval or denial of requests for Short Term Independent Study
- Complete designated portions of Short Term Independent Study Master Agreement and Assignment Sheet(s) for students approved for Short Term Independent Study
- Assign work that is substantially equivalent in quality and quantity to the classroom instruction that will be missed and give it to the student or parent/guardian prior to start date of independent study
- Provide necessary resources to support the completion of assigned work
- If possible during independent study, provide instruction and counsel for individual student success
- Determine the time value of assigned work or work products completed and submitted by the student
- Assess all student work and determine and assign grades or other approved measures of achievement
- Upon evaluation of a student's independent study work, submit completed assignment sheet and copies of student work to school administration to support the completion of records and reports
- Assure a smooth transition into and out of the independent study mode of instruction

### **Parent/Guardian Responsibilities**

Parent/Guardian will:

- Review the Board Policy and Administrative Regulation 6158 pertaining to Independent Study
- Make a request for Short Term Independent Study no less than five (5) school days prior to the first day of the requested absence
- If approved for independent study, complete designated portions of the Short Term Independent Study Master Agreement and Assignment Sheet(s)
- Review expectations of agreement with the student and supervise his/her completion of assigned work
- Ensure that all completed work is returned to the student's teacher on the day he/she returns from independent study (NO exceptions)
- Pay the replacement or repair cost of lost or damaged books or other school property checked out to the student during independent study

### **Student Responsibilities**

Student will:

- Complete all independent study work as assigned
- Reach out to the teacher(s) during independent study if help is needed
- **Return all completed work to the teacher(s) on the day of return from independent study (no exceptions)**
- Care for and return all books or other school property checked out during independent study

### **Agreement**

We have read this Master Agreement for Short Term Independent Study, including the Assignment Sheet(s) for Short Term Independent Study, and herby agree to all the conditions set forth within.

Student Signature: \_\_\_\_\_  
(required for students 18 and older)

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administration Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Teacher(s) Signature of agreement, along with additional student signature (if applicable), can be found on the Short Term Independent Study Assignment Sheet(s).**