

Short-Term Independent Study (IS) Agreement For Elementary Grades

Reminders for Teachers:

- A student with an IEP cannot enter into an IS agreement unless his/her IEP specifically provides for that participation.
- An IS agreement can never be retroactive. It may only begin after all parties have read, signed and dated the agreement.
- Consider the impact of the proposed return date on preparing report cards.
- Work assignments must be equivalent to the full school day assignments that would have been required if the student were in the classroom; it cannot simply be to document a vacation experience.
- A minimum school day is 3 hrs for kindergarten, 3 hrs-50 min for 1st through 3rd grade, and 4 hrs for 4th through 6th grade.
- The school secretary or clerk must sign the contract before the student leaves.
- **Assignments are due back the first day the student returns to the classroom.**
- Homework should be corrected and given to clerical staff within 1 week of the student's return. It is no longer necessary to sign and date the pages of the homework.
- The teacher will decide how many days of attendance the homework earns. Days must be whole numbers; fractions will be dropped.

Reminders for Secretaries and Clerks

- A student or their parents cannot be coerced into entering an IS agreement.
- IS agreements should be considered for Home/Hospital candidates if they are capable of doing 20 to 30 hrs of instruction per 5-day school week.
- IS agreements must be a minimum of 5 school days long. If the student meant to be out for 5 days, but returns in 4, the contract is void and K's revert to the applicable attendance code.
- Do not pre-fill in dates. All signatures must be dated by the person signing, and all signatures, including yours, must be obtained before the student leaves school. It is best to be the last to sign so that you can check for missing or incorrect information.
- Keep all homework for auditing purposes.
- Fax contract to District Attendance Office. We will convert K's to D's.

Name of Student _____ Name of School _____

Continuation of Short-Term Independent Study Agreement for Elementary Grades

This section to be signed and dated before the first day of school missed.

We have read and understand the terms of this agreement, and agree to all the provisions.

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Teacher Signature:	Date:
Principal Signature (opt):	Date:
School Clerk Signature:	Date:

XX

Evaluation/Correction of Homework

Teachers, please collect homework on student’s first day back and correct it within 5 school days. Fill in blank for number of days earned. Send this agreement and corrected homework to office secretary.

- Completed all homework
- Completed partial homework
- Completed no homework

Completed homework earns _____ days of attendance

Teacher Signature _____ Date: _____