

SAMPLE INDEPENDENT STUDY WRITTEN AGREEMENT For Traditional Independent Study

This agreement is provided as a sample and has not been reviewed for compliance with state laws or regulations

Pupil Information				
Pupil Name:		ID #		Grade:
Address:		Age:		Birthdate:
Parent/Guardian:		Parent/Guardian:		
City and Zip:		Phone (while away):		
School Enrolled:		I.S. Reason:		
Program Placement: GE SPED Other:				

Duration of Agreement				
Beginning Date:		End Date:		Assignments Due Date:
Total Schools Days of the Agreement:				Supervising Teacher:

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.

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Subject/Course	Course Value/Credits	Subject/Course	Course Value/Credits

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.

Pursuant to law, 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.

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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 XX days. After 3 missed assignments, 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 51747(c)(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 ___ **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 [INSERT DISTRICT] 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 listed below. All course work will be consistent with the [INSERT DISTRICT] adopted curriculum. The Assignment and Work-Record Form(s) include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.

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- 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, 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 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.

Pupil Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Supervising Teacher: _____ Date: _____

Administrator: _____ Date: _____

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Other Persons with direct responsibility for providing assistance to the pupil:

	Date: _____
	Date: _____
	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 attendance credit. The supervising teacher may certify more total hours of attendance credit than is recorded by themselves and other teachers on accompanying pupil work records.

POST AGREEMENT EVALUATION

Number of total days attendance credit given:	
Supervising Teacher's Evaluation/Certificate <i>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.</i>	
Supervising Teacher Signature	Date