

INDEPENDENT STUDY



**INDEPENDENT STUDY WRITTEN AGREEMENT
For Traditional Independent Study**

Student Information					
Student Name:		ID #		Grade:	
Address:		Age:		Birthdate:	
City and Zip:		Phone (while away):			
Parent/Guardian:		Parent/Guardian:			
School Enrolled:		I.S. Reason:			
Is this contract being requested due to COVID-19 illness and/or quarantine?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Placement (choose one): GE EL IEP 504 ISHP Other:					

Duration of Agreement					
Beginning Date:		End Date:		Assignments Due Date:	
Total Schools Days of the Agreement:			Supervising Teacher(s):		
Does this contract meet or exceed 15 cumulative schooldays of Independent Study participation for the current school year and will require synchronous and/or "live" instruction?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

This contract for Independent Study is for students 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 student to be away from school.

Student-Parent-Educator Conference: Before signing a written agreement for Independent Study, a student, or their parent, guardian, or caregiver, if the student is less than 18 years of age, may request a student-parent-educator conference, during which they may ask questions about educational options, such as academic and nonacademic supports that will be made available to participating students, and the curriculum offerings. The district will conduct conferences by phone, videoconference, or in person.

INDEPENDENT STUDY

Objectives, Methods of Study, Methods of Evaluation, and Resources: We understand that the student 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 duration of the course(s), specific objectives, methods of study, methods of evaluation, manner of reporting academic progress, communication with parents, guardians, or caregivers about a student's academic progress, and resources for each assignment covered by this agreement, as well as the manner, time, frequency, and place for submitting student assignments, will be described in the student work assignment contract(s), which are part of this agreement, and by any subsidiary agreements which are also considered part of this agreement.

Course Credits/Other Measures of Academic Accomplishment: We understand that upon completion of this independent study agreement, the student is expected to earn the following course credits, as applicable for secondary schools, or for elementary students, to reach the following measures of appropriate academic accomplishment:

Elementary TK-5	Secondary 6-12	
Measures of Appropriate Academic Accomplishment	Subject/Course	Course Value/Credits

Reporting: We understand that students are required to report to their teacher(s) as scheduled.

Satisfactory Educational Progress: We understand that a student's satisfactory educational progress will be evaluated using all of the following measures, pursuant to District Board Policy 6158:

- A student's achievement and engagement in the program, as indicated by their performance on applicable student-level measures of student 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 student's completion of assignments, assessments, or other indicators that evidence that the student is working on assignments.
- A student's learning required concepts, as determined by the supervising teacher.
- A student's progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

INDEPENDENT STUDY

Assignments: We understand that according to the district Board Policy 6158, for grades UTK through 12, the maximum length of time allowed between the assignment and the date the assignment is due is one week. After missing 3 assignments, or if the student is not making satisfactory educational progress as determined by the general supervising teacher using the measures prescribed above and 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 student.

- Assignments will be provided by the teacher of record and/or the supervising teacher based on student grade level
- A comprehensive Assignment and Work-Record Report will be attached to this contract that indicates credits and/or grades earned

Additional Classes: If the student satisfactorily completes all of the 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.

Students who are enrolled in Independent Study for 15 school days or more in an academic calendar year will be offered live interaction or synchronous instruction pursuant to Board Policy 6158:

- Transitional Kindergarten to grade 3 — daily synchronous instruction
- Grades 4 to 8 — both daily live interaction and at least weekly synchronous instruction
- Grades 9 to 12 — at least weekly synchronous instruction

The agreement for _____, includes the following information and details for when the student will engage in Live Interaction and Synchronous Instruction.

Activity Type	Days/Times	Format (in-person/online/telephone)
Daily Synchronous Instruction		
Daily Live Interaction		
Weekly Synchronous Instruction		

Voluntary Statement: We understand that independent study is an optional educational alternative that students voluntarily select and in which no student may be required to participate. If a suspended or expelled student is referred or assigned to any school, class or program per California Education Code sections 48915 and 48917, instruction may be provided through independent study only if the student is also offered the alternative of classroom instruction. Students must have the continuing option of returning to the classroom. (EC 51747(g)(8); 5 CCR 11700(d)(2)(B).)

Quality and Quantity: The independent study option is to be substantially equivalent in-person classroom-based instruction. Students 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 students in the regular school program. Participating students will be offered access to resources, including, but not limited to, standards-aligned instructional materials,

INDEPENDENT STUDY

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. Students who are not performing at grade level and/or need other supports, such as English learners, pupils in foster care or experiencing homelessness, pupils requiring mental health supports, and/or individuals with exceptional needs in order to be consistent with the IEP or Section 504 Plan will be offered access to such supports, as determined by the general supervising teacher.

School Responsibilities:

- The major objective for the duration of this agreement is to enable the student to learn and keep current with grade level requirements and studies for the period covered by this agreement.
- This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the Assignment and Work-Record Report(s) that will be a part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the Assignment and Work-Record Report(s).
- According to district policy for Independent Study in grades UTK-12, no more than **one week** 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 San Diego Unified School District will provide the instructional materials or access to materials and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the coursework listed in the Assignment and Work-Record Report(s). All course work will be consistent with the San Diego Unified adopted curriculum. The Assignment and Work-Record Report(s) include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- Students 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 student may be required to participate; a classroom option will always be available to the student.
- The student's work will be evaluated by the method specified in the Assignment and Work-Record Report(s).

Student 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 students in my grade at my school of enrollment.
- If I do not complete assignments given, or if I do not participate in my scheduled synchronous instructional offerings, my incomplete work will result in an evaluation to determine if independent study remains appropriate and 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 "Student." I also understand that:

INDEPENDENT STUDY

- 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 participation in scheduled synchronous instruction and 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 Report(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 student must contact the 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.*

Student Signature:		Date:	
Parent/Guardian:		Date:	
Parent/Guardian:		Date:	
Supervising Teacher:		Date:	
Administrator:		Date:	
Special Education Provider (as applicable)		Date:	

INDEPENDENT STUDY



**INDEPENDENT STUDY POST AGREEMENT EVALUATION
For Traditional Independent Study**

The following must be signed by the teacher assigned to supervise the Independent Study written agreement. The supervising teacher should review all accompanying student work record(s) and student 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 student work records.

POST AGREEMENT EVALUATION

Number of total days attendance credit given:	
<p>Supervising Teacher’s Evaluation/Certificate <i>My signature below indicates that I, the assigned supervising teacher, have personally evaluated the student’s work, OR that I have reviewed the evaluations made by other certificated teachers.</i></p>	
Supervising Teacher Signature(s)	Date

SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California

Exhibit Version: September 28, 2021
 (Supersedes and replaces E(1) 6158 and E(2) 6158, Adopted 12-12-17)
 Revised: September 13, 2022