
Processing a Contract for Independent Study Application – for Designated Site Attendance Staff

November 2021 • Version 1.0

A contract for Independent Study is for students enrolled in a comprehensive elementary or secondary school who voluntarily enroll in independent study either as their educational option, or to temporarily accommodate students who are unable to attend in person.

Parents/Guardians can request a contract for Independent Study through the Parent Portal. Once submitted, the school site's designated attendance staff reviews the request and processes the written agreement for approval.

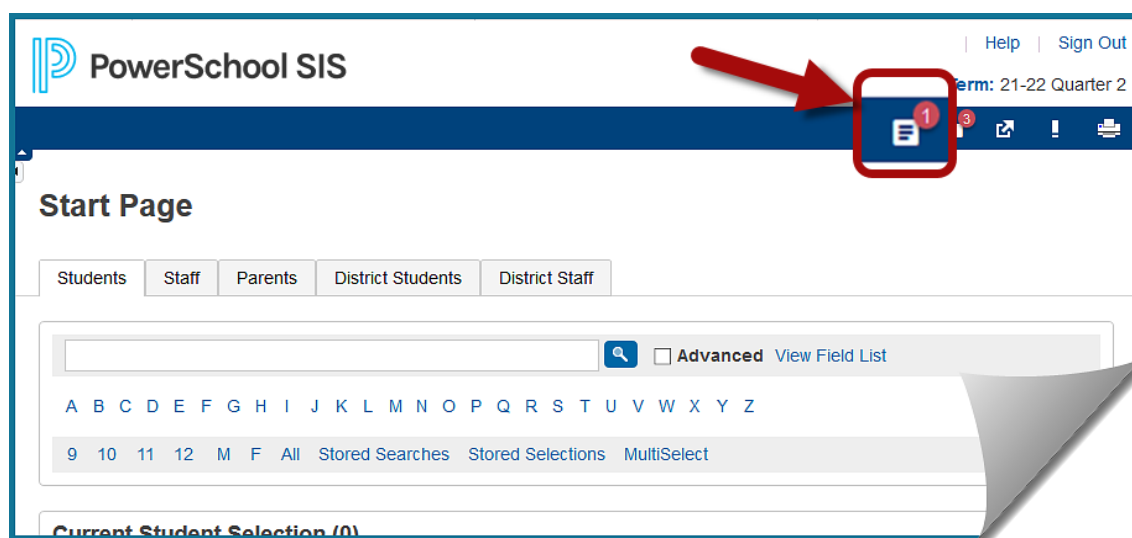
The final written agreement must be signed electronically by the parent/guardian and student to be valid.

Identifying Students with Independent Study Applications

1. From the Start Page, locate the **Independent Study Application** notification in the Navigation toolbar.

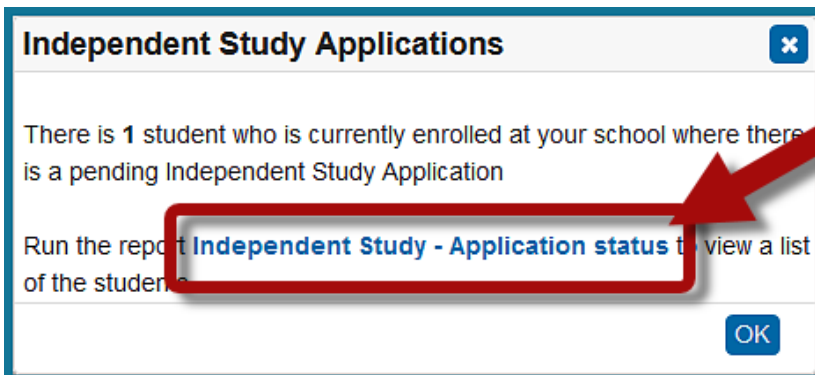
A number appearing above the notification indicates the number of students with Independent Study applications waiting for review.

2. Click to open the notification.



This notification includes the number of students who are ready for review and a link to the Independent Study - Application Status report.

- Click **Independent Study - Application status** to access the report.



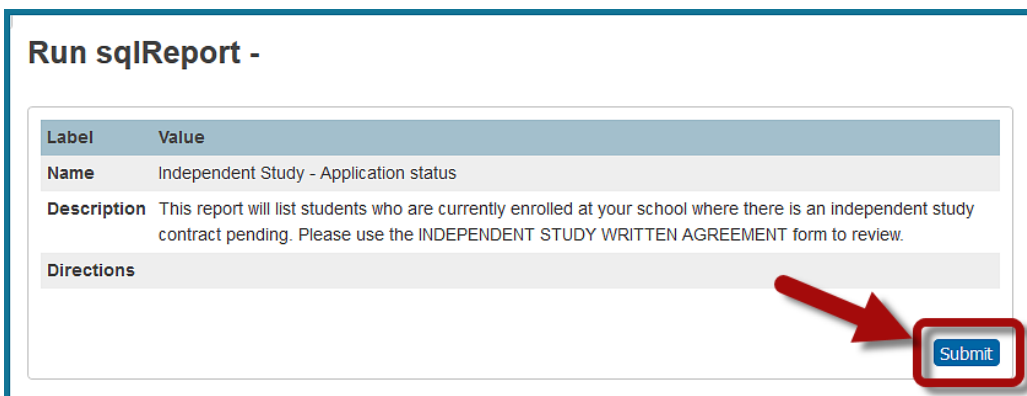
Independent Study Applications

There is **1** student who is currently enrolled at your school where there is a pending Independent Study Application

Run the report **Independent Study - Application status** to view a list of the students

OK

- Click **Submit** to launch the report.

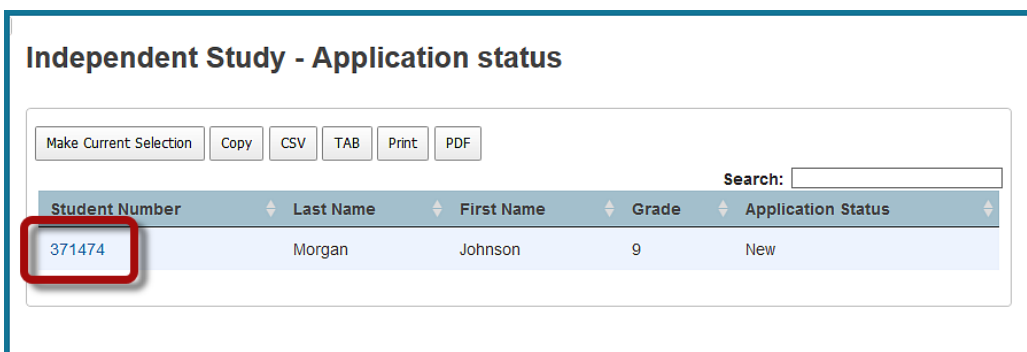


Run sqlReport -

Label	Value
Name	Independent Study - Application status
Description	This report will list students who are currently enrolled at your school where there is an independent study contract pending. Please use the INDEPENDENT STUDY WRITTEN AGREEMENT form to review.
Directions	

Submit

- Click the **Student Number** to open the Student Page on a new tab.



Independent Study - Application status

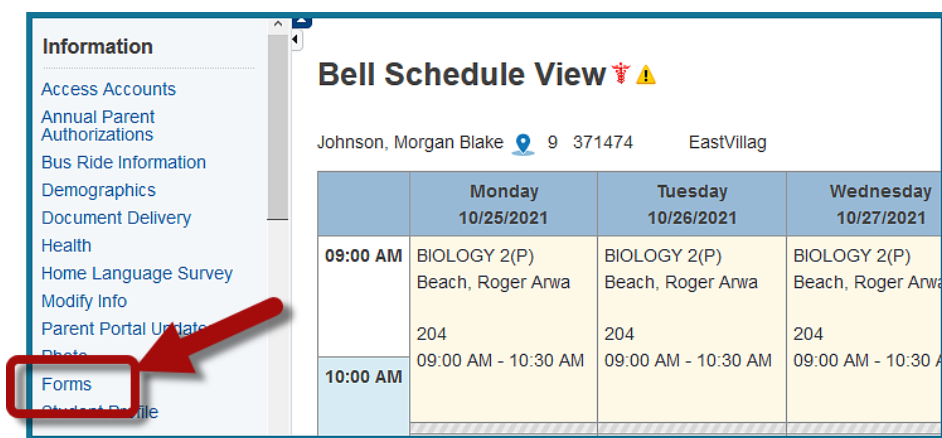
Make Current Selection Copy CSV TAB Print PDF

Search:

Student Number	Last Name	First Name	Grade	Application Status
371474	Morgan	Johnson	9	New

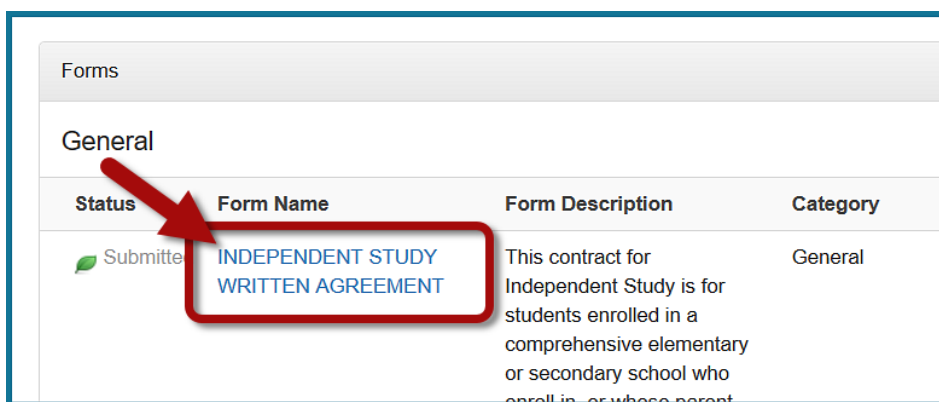
Reviewing the Request

1. On the Student Page, under Information on the left-side menu, select **Forms**.



The screenshot shows the 'Bell Schedule View' for Johnson, Morgan Blake. The left-side menu is visible, and the 'Forms' link is highlighted with a red box and an arrow. The main content area shows a schedule for Monday, Tuesday, and Wednesday, 10/25/2021 to 10/27/2021, with classes starting at 09:00 AM and 10:00 AM.

2. From the Forms list, select **Independent Study Written Agreement**.



The screenshot shows the 'Forms' section with a 'General' tab. A table lists the forms, and the 'INDEPENDENT STUDY WRITTEN AGREEMENT' form is highlighted with a red box and an arrow. The table has columns for Status, Form Name, Form Description, and Category.

Status	Form Name	Form Description	Category
Submitte	INDEPENDENT STUDY WRITTEN AGREEMENT	This contract for Independent Study is for students enrolled in a comprehensive elementary or secondary school who enroll in, or whose parent	General

3. Based on the information provided by the family, complete the following fields below (* indicates required fields)

- **Total Number of Days of Agreement*** - include school days ONLY
- **Name of the Supervising Teacher(s)*** - for elementary this is the classroom teacher, for secondary, please list all teachers of record from the student's schedule
- **Assignment(s) Due Date*** - the due date should be the LAST school day for the independent study contract
- **Contract Length*** - indicate whether the contract meets or exceeds 15 cumulative school days

NOTE: When the contract meets or exceeds 15 days, the teacher(s) must complete the daily/ weekly instruction section of the contract.

INDEPENDENT STUDY WRITTEN AGREEMENT 🚩 ⚠️

Johnson, Morgan Blake 📍 9 371474 EastVillag

INDEPENDENT STUDY WRITTEN AGREEMENT Universal Form

INDEPENDENT STUDY WRITTEN AGREEMENT

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 Information

Student Name:	Johnson, Morgan Blake	ID	371474	Grade:	9
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Independent Study Reason * **Beginning Date *** **End Date ***

Quarantine 10/18/2021 11/5/2021

Office use only

Total School Days of the Agreement * **Supervising Teacher(s) *** **Assignments' Due Date ***

15 Jane Smith 11/12/2021

Contract Length *

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?

☒ Yes ☐ No

- **Add Elementary TK-5** – indicate whether the contract is for a student in TK-5.

NOTE: if **Yes**, Elementary teachers will need to complete the Elementary TK-5 section of the contract for students in those grades.

Add Elementary TK-5

☐ Yes ☒ No

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:

- A student's achievement and engagement in the program, as indicated by their performance on all completed assignments necessary for evaluation by dates due.

the cost of replacement or repair for willfully damaged books, materials and other school equipment checked out to my child.

Ready for signatures

☐ No

4. Scroll to the bottom and click **Submit**.

the cost of replacement or repair for willfully damaged books, materials and other school equipment checked out to my child.

Ready for signatures

☐ No

Reset for Submit

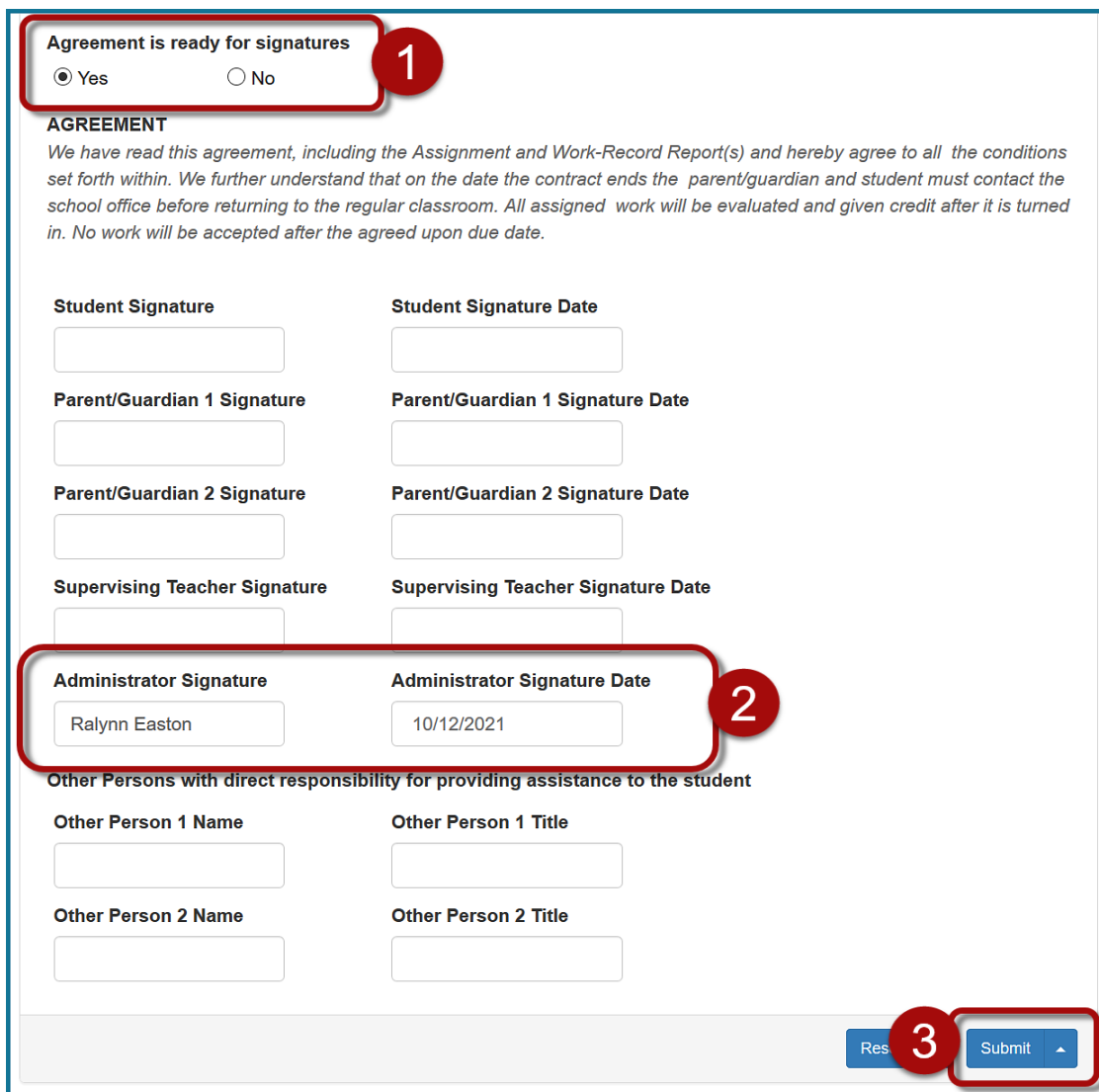
Enabling the Final Written Agreement for Signatures

When the final agreement is *less than 15 days*, the designated attendance staff member can enable the signatures area by answering **Yes** to the question **Agreement is ready for signatures**. See steps 1, 2, 3 below.

When the final agreement is *15 days or more*, the supervising teacher, or the designated attendance staff member, will enable the signatures area once the daily/weekly instruction is complete.

The attendance staff member will need to notify teachers when an independent study contact is ready for their review.

Teachers have an important role in the process of completing the final agreement. It is important to coordinate to ensure the agreement is complete before it is enabled for signatures. See the job aid, **Completing a Contract for Independent Study – For Teachers** for more information.



Agreement is ready for signatures 1

☒ Yes ☐ No

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	Student Signature Date
<input type="text"/>	<input type="text"/>
Parent/Guardian 1 Signature	Parent/Guardian 1 Signature Date
<input type="text"/>	<input type="text"/>
Parent/Guardian 2 Signature	Parent/Guardian 2 Signature Date
<input type="text"/>	<input type="text"/>
Supervising Teacher Signature	Supervising Teacher Signature Date
<input type="text"/>	<input type="text"/>
Administrator Signature	Administrator Signature Date
<input type="text" value="Ralynn Easton"/>	<input type="text" value="10/12/2021"/>

Other Persons with direct responsibility for providing assistance to the student

Other Person 1 Name	Other Person 1 Title
<input type="text"/>	<input type="text"/>
Other Person 2 Name	Other Person 2 Title
<input type="text"/>	<input type="text"/>

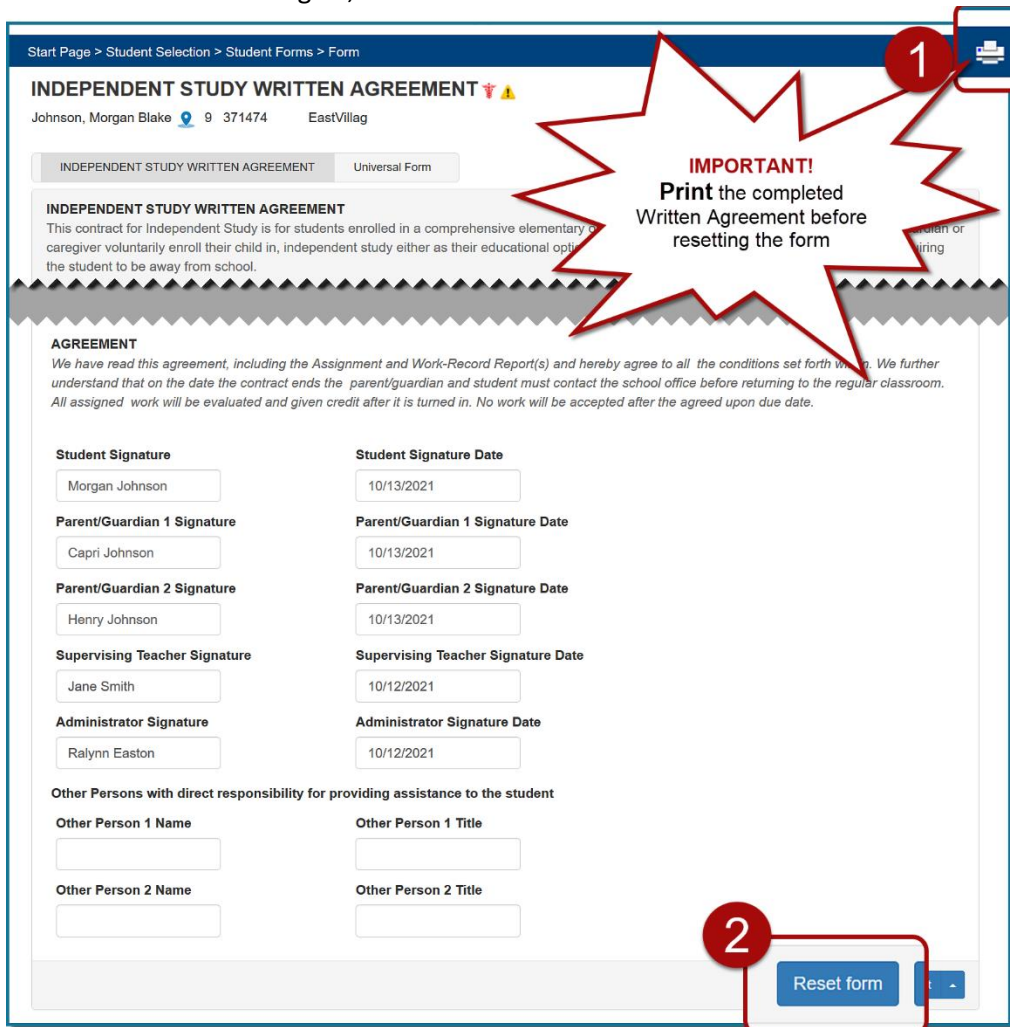
Res 3 Submit

Both the teacher and the administrator must provide signatures prior to the family being notified that the agreement is ready for them to sign. Administrators can access the contracts that need their signatures using the same icon and steps described on pages 1-3 of this Job Aid.

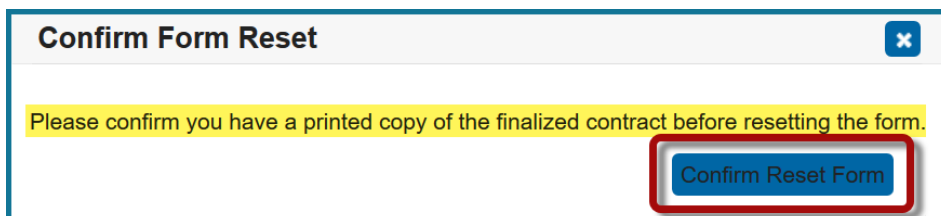
Once the teacher and administrator signatures are complete, the designated attendance staff member will notify the family that the contract is ready for their signature.

Finalizing the Written Agreement

Once the agreement has been signed by all parties, print the Final Written Agreement, then reset the form so that it can be used again, if needed.



A pop-up message will ask for confirmation to reset the form.



IMPORTANT! Once you reset, the form can NO LONGER be accessed or edited in PowerSchool. Designated attendance staff members should print a hard copy of the contract AND save the contract as a PDF file for auditing purposes.

Monitoring Independent Study - Application Status

Use the Independent Student – Application Status report to view a list of students with pending applications or those ready for signatures.

1. From the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the Attendance reports, then select **Independent Student – Application Status**.
3. Click **Submit** to launch the report.
4. Click the **Student Number** to open the Student Page on a new tab.

Independent Study - Application status				
Make Current Selection Copy CSV TAB Print PDF				
				Search: <input type="text"/>
Student Number	Last Name	First Name	Grade	Application Status
371474	Morgan	Johnson	9	New
378142	Elodie	Duffield	9	New
332942	Angie	Altman	10	Ready for Signature