

K-6 Short-Term Independent Study Agreement

About Short-Term Independent Study

Please review important information and dates with any parent requesting a Short-Term Independent Study Contract

Short-Term Independent Study affords students the opportunity to continue their education while away from school for a short-term period of time (no more than 20 days). Participation in independent study shall be agreed upon by **both** the parent or guardian and the school (mutually voluntary). Independent study does not replace the learning experiences in classrooms and is in no way equal to the instructional experience in the classroom. As such, the continuity of learning topics between independent study assignments and the in-person classes cannot be guaranteed, as a teacher may adapt instruction based on class needs. Please note that the school reserves the right to deny short-term independent study requests at any time.

Short-term independent study contracts must be requested a minimum of **five school days** prior to the start date. The duration of the agreement must be a minimum of **5 school days** and a maximum of **20 school days**. For the duration of this agreement, the parent agrees the student must maintain a minimum daily study schedule per day: **180 minutes for Kindergarten, 230 minutes for Grades 1-3 and 240 minutes grades 4-6**. Contracts must be completed and signed prior to the first day of the short-term independent study period, and must be signed in-person.

Any assignments given while this agreement is in effect shall be due on the day after the independent study contract ends. If special accommodations are needed to achieve the learning objectives, please contact your child's teacher or school administrator. For students with an IEP or 504 plan, a meeting is required to discuss the applicability of a short-term independent study contract and must occur prior to the initiation of a short-term contract.

Student and Parent Information

Student Name: _____ **School:** _____ **Grade:** _____
Date of Birth: _____ **Permanent ID:** _____
Parent Name(s): _____ **Contact Phone Number(s):** _____

Complete this section for the student and parent.

Short-Term Independent Study Contract Duration

Duration: This agreement will be in effect from:

First Day of Independent Study: _____

Last Day of Independent Study: _____

Total Number of School Days: _____

Final Due Date for Assignments (first school day after the contract ends): _____

Indicate the first and last school day of independent study (IS), along with the total number of school days on IS. The final due date is the first school day after the IS period.

Meeting Schedule: Below is the teacher contact schedule and method during the independent study dates (contact method can be in-person meetings, phone calls, or electronic method.)

Day/Date of Contact	Contact Method	Teacher Signature
	Personal Meeting	

Indicate when and how the student will be contacted during the IS dates, along with the teacher's signature.

Learning Objectives, Activities and Evaluation Method(s)

Learning Objectives:(see attached instructional planner)

Learning Activities and Activities:(see attached instructional planner)

Evaluation Methods(s)

- _____ Grade of _____ or better on assignments
- _____ Demonstration or Presentation
- _____ Student Log or Journal
- _____ Teacher-Created Test
- _____ Standardized Test
- _____ Other (describe) _____

All IS contracts must include the corresponding instructional planners for each content area (Math and ELA).

Indicate how the student will be evaluated on the IS work.

Final Grade and Work Samples
Final Grades for Work Completed

Teachers must collect work samples from each content area equivalent to 20% of the work given. Teachers sign and date the work samples.

Final grades are assigned after student work is teacher-evaluated. Evaluation methods will be consistent with the teacher’s classroom grading practices. The teacher’s final, dated signature below verifies that all assigned work has been completed. Representative samples of work completed (20% of the work) are to be attached to this completed agreement for record-keeping purposes. Teachers must sign, date, and return the representative sample page of student work.

Teacher Evaluation - For Teacher Use Only After Contract End Date

Final Grades for Independent Study: Math _____ English-Language Arts _____

Teacher’s Final Signature:

Date:

Time Value of Work Completed (out of 100%):

Final Comments:

The teacher will complete this section after the end of the IS agreement. Indicate how much of the work was completed as a percent. Retain this contract and all work samples (20%) once the contract is completed.

Acknowledgements

Please see the attached documents for the learning objectives, activities, and learning resources for each subject.

Acknowledgement: We have read the terms of this agreement and agree to all the conditions set forth:

Student Signature

Date:

Parent Signature

Date:

Teacher Signature

Date:

Administrator Signature

Date:

All contracts and signatures must be obtained and dated before the first day of the IS contract. Contracts must be signed in-person.