

Completing a Contract for Independent Study Application – for Teachers

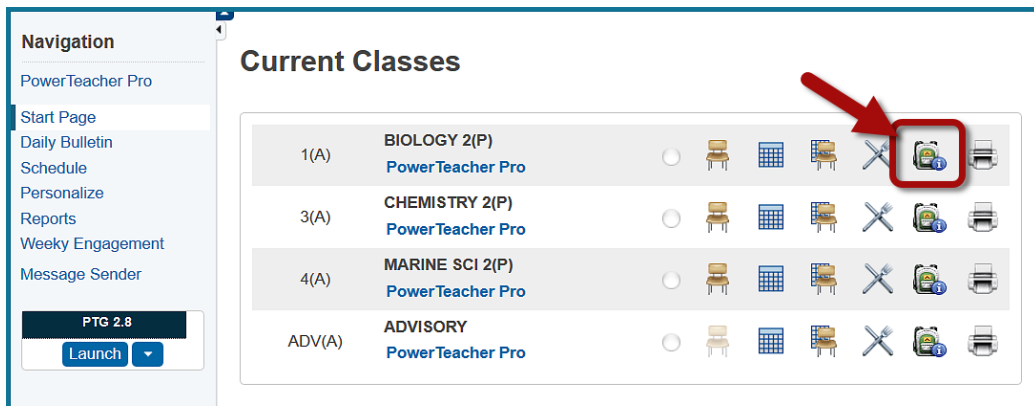
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Parent/Guardians can request a contract for Independent Study through the Parent Portal. Once submitted, the school site attendance staff will review the request, notify teachers and process the written agreement for approval.

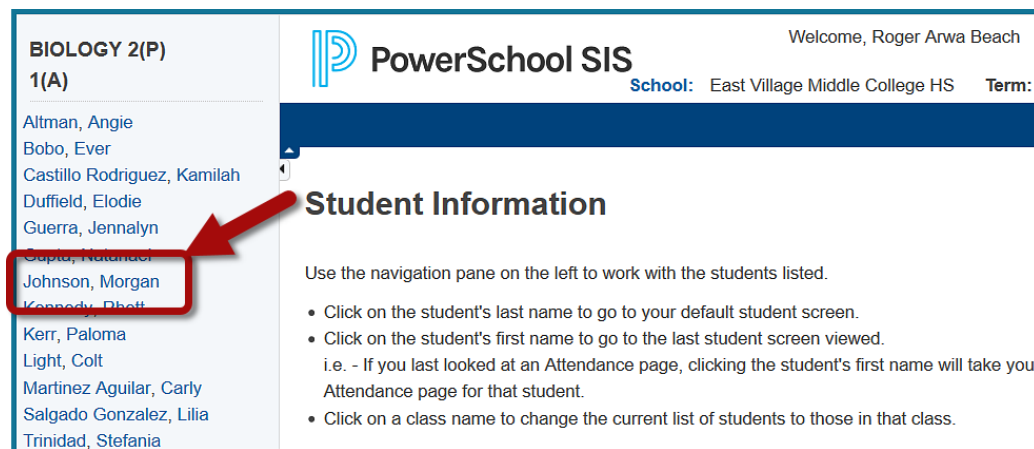
If the contract requires “live” instruction, the teacher of record completes the synchronous instruction information. After reviewing the completed written agreement, the Supervising Teacher submits it for signatures.

To access a contract for Independent Study in PowerTeacher, do the following:

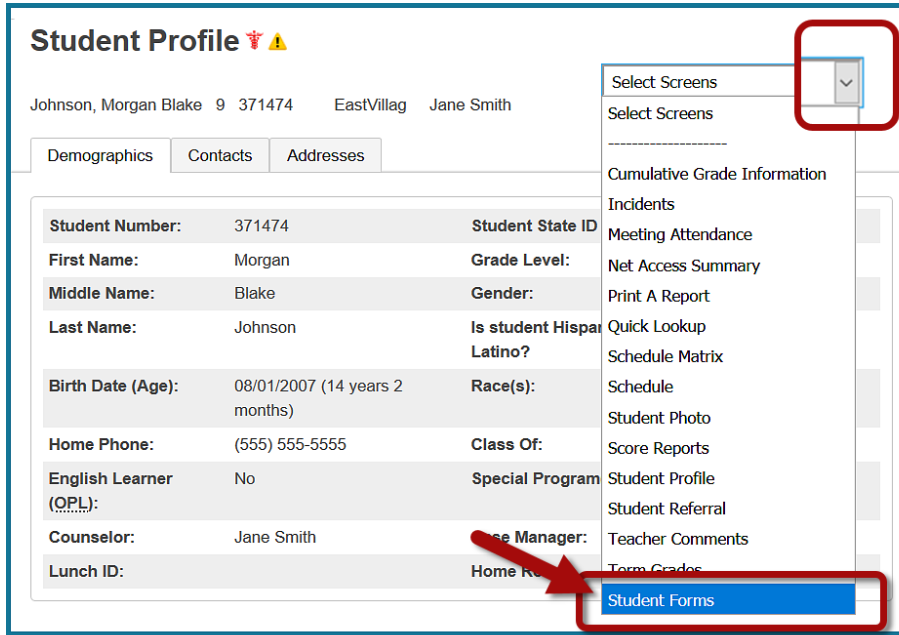
1. Sign into PowerTeacher: <https://powerschool.sandi.net/teachers>
2. On the PowerTeacher Start Page, select the **Backpack** icon of class where the student is enrolled.



3. Select the student from the roster on the left.



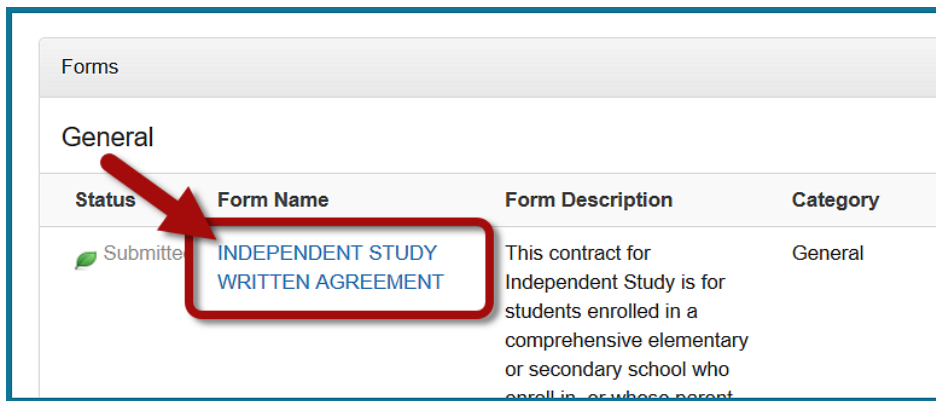
- Expand the **Select screens** menu and select **Student Forms**.




The screenshot shows the 'Student Profile' page for Morgan Blake Johnson. A dropdown menu titled 'Select Screens' is open, listing various options. The 'Student Forms' option is highlighted in blue. A red box highlights the dropdown arrow, and another red box highlights the 'Student Forms' option. A red arrow points from the 'Case Manager' field to the 'Student Forms' option.

| Student Number: | 371474 | Student State ID | |
|------------------------|--------------------------------|-----------------------------|--|
| First Name: | Morgan | Grade Level: | |
| Middle Name: | Blake | Gender: | |
| Last Name: | Johnson | Is student Hispanic/Latino? | |
| Birth Date (Age): | 08/01/2007 (14 years 2 months) | Race(s): | |
| Home Phone: | (555) 555-5555 | Class Of: | |
| English Learner (OPL): | No | Special Program | |
| Counselor: | Jane Smith | Case Manager: | |
| Lunch ID: | | Home Room: | |

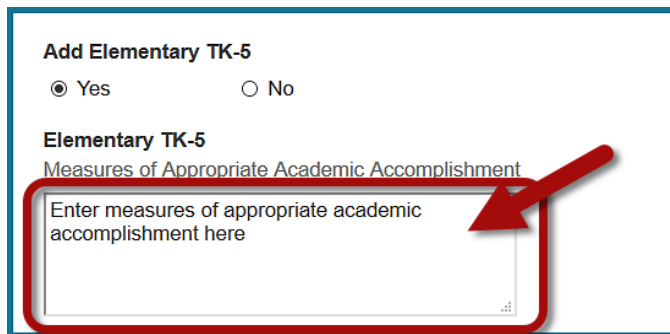
- From the Forms list, select **Independent Student Written Agreement**.



The screenshot shows a table of forms. The 'INDEPENDENT STUDY WRITTEN AGREEMENT' form is highlighted in blue. A red box highlights the form name, and a red arrow points to the 'Submit' button.

| Status | Form Name | Form Description | Category |
|--|-------------------------------------|---|----------|
|  Submit | 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 |

Elementary teachers (TK-5) enter the Measures of Appropriate Academic Accomplishment



The screenshot shows the 'Add Elementary TK-5' form. The 'Yes' radio button is selected. Below the form title, there is a text area labeled 'Measures of Appropriate Academic Accomplishment' with the instruction 'Enter measures of appropriate academic accomplishment here'. A red box highlights the text area, and a red arrow points to it.

Add Elementary TK-5
 Yes No

Elementary TK-5
Measures of Appropriate Academic Accomplishment

Enter measures of appropriate academic accomplishment here

Secondary teachers (6-12) the student’s schedule will automatically populate, and no action is needed

| Term | Course | Credit Hours |
|------------|---------------|--------------|
| Semester 1 | CITY-DANC 127 | 1 |
| Quarter 1 | AVID 9 A (P) | 1 |
| Quarter 1 | BIOLOGY 1(P) | 1 |
| Quarter 1 | PHYS ED 1 | 1 |
| Quarter 1 | POWER UP I A | 1 |

If the student is enrolled in Independent Study for 15 or more cumulative days complete the Live Interaction or Synchronous Learning instruction Days/Times.

NOTE: When multiple teachers add the daily/weekly instruction or interaction format, they must include the day, time, and teacher name for the parent and student to know when they need to participate.

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

Daily Synchronous Instruction Days/Times

Mon-Fri @ 10:00 - Mr. Beach
Tuesday @ 1:30 - Mrs. Smith
Thursday @ 10:00 - Ms. Cole

Daily Synchronous Instruction Format

In-Person Online Telephone

Daily Live Interaction Days/Times

Daily Live Interaction Format

In-Person Online Telephone

Weekly Synchronous Instruction Days/Times

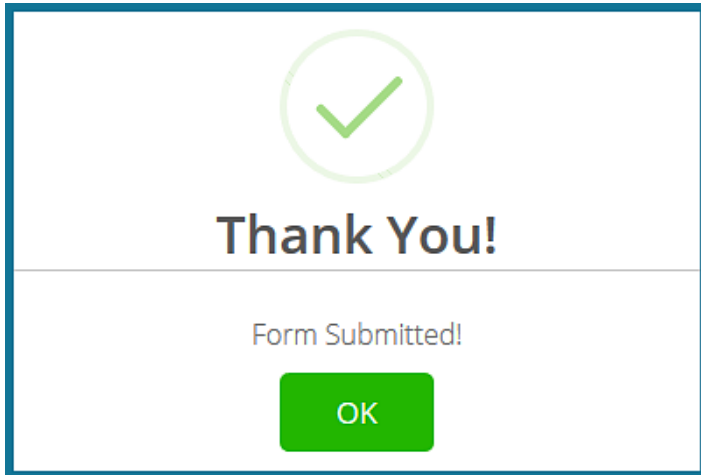
Mon-Weds @ 11:00 - Mr. Jones

Weekly Synchronous Instruction Format

In-Person Online Telephone

6. Click **Submit**.

A success message indicates your request form has been submitted to the school.



IMPORTANT! Double-check that the changes you made appear on the form. If other teachers or administrators are working on the form at the same time it is possible changes could be lost and will need to be reapplied.

Enabling the Final Agreement for Signatures

When the final agreement is ready for signatures the supervising teacher can enable the signatures area by answering **Yes** to the question **Agreement is ready for signatures**.

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" value="Roger Beach"/> | <input type="text" value="10/14/21"/> |
| Administrator Signature | Administrator Signature Date |
| <input type="text"/> | <input type="text"/> |

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"/> |

3

Independent Study Post Agreement Evaluation Form

This section has been included to support educators with filling out the Independent Study Post Agreement Evaluation Form. Questions related to this section should be directed to your school site's attendance clerk.

Once all assignments related to the independent study contract have been completed, submitted, and graded, teachers will fill out this [PDF form](#) that will serve as the required Independent Study Post Agreement form. This is NOT available in PowerSchool and is only available as a fillable PDF form.

1. Open the PDF link and click on the download icon in the top right-hand corner of the screen to download and save the PDF to your desktop.



2. Fill in the total amount of days that the student earned attendance credit based on the amount of work completed. For example, if the student completed all work assigned, they would receive full attendance for the total number of school days indicated in the contract. If they only completed 80% of the assigned work, they would only receive attendance credit for 80% of the total number of days indicated in the contract.
3. Provide a signature and date. Electronic signatures are allowable.
4. For the Assignment and Work-Record report, assignment logs must include dates for the assignments, title and/or brief description of the assignment, point value, the grade received for the assignments, and how the assignments were accessed/submitted. **NOTE:** Teachers using a Learning Management System (LMS) such as Seesaw, Google Classroom, or Canvas, can print out student assignment logs and attach them as the Assignment and Work-Record report.

Assignment and Work Record reports can be printed out and attached to the Independent Study Post Agreement Evaluation OR can be saved as a PDF and shared as a hyperlink in this section:

A printed report can be attached to the post-agreement evaluation OR supervising teachers can provide a PDF link of the Assignment and Work-Record report in the box below.

Link to PDF of Assignment and Work Report:

-
-
- In addition to the Assignment and Work Record report, at least ONE student work sample must be submitted for every two weeks of independent study instruction. Students out on independent study contracts for less than two weeks are still required to submit ONE student work sample. Work samples can be printed out and attached to the Independent Study Post Agreement Evaluation form OR can be saved as a PDF and shared as a hyperlink in this section:

Student Work Product

In addition, a ONE sample student work product must also be submitted for every two weeks of independent study instruction. Work products can be attached to the post-agreement evaluation OR supervising teachers can provide a PDF link of the student's work product in the box below.

Link to PDF of student's work product:

- Once the Independent Study Post Agreement Evaluation form is complete, including both the Assignment and Work-Record Report and the student work sample(s), it can be printed out and returned to the attendance staff OR sent via email to the appropriate attendance staff member. This final step completes the Independent Study contract process.

IMPORTANT REMINDER: Independent Study contracts MUST be completed and finalized within 30 Days of the contract start date, no exceptions.