

**Monthly Independent Study Meeting**  
**11/5/2020**

- When student completes their course, email Rashad, Dolf and counselor (7-9 is Candice, 10-12 is Sarah)
- Update the IS sheet and email me when you need me to assign a teacher to a student
- Check in with students at least once every other week if not once a week
- Mr. Mac to email IS sheet for easy grading
- Long term sub to grade work once a week to assist teacher grading