

Written Agreement for Short Term Independent Study

Short Term Independent Study Procedures

- In order to have short term independent study, a student needs to be absent 1 or more days.

Parents are expected to notify the office at least 4 days in advance when they will be leaving for a period of time. Parents usually let teachers know and not the office, if this happens please ask the parent to notify the office about dates the student will be out. Or IS will not be counted for that student. We have to enter a special code in our system for the **IS** to be counted. (Usually they get a call that their student is absent and they don't like it, because they notified the teacher)

*The office will send an email notifying the teachers on dates the student will be out.

*The Independent Study Form is on the DRIVE, just search "Independent study sample form" and it should come up, or look below. Teachers please fill out the form, even if it is just READING 30 Minutes every night, it still needs to be stated and to count as independent study.

*Teachers turn in the INDEPENDENT STUDY FORM, STUDY LOG and package to the office.

*Office will notify the parents to come sign the agreement and take the package on the last day the student is attending.

* The office will change the student status to IS, teachers do not need to mark the student absent.

***Forms and work need to be turned into the OFFICE within 2 days from the student returning back to school. Office will give work to teachers to check and sign and return back to the office to clear the attendance.**

Thank you,

Office staff

Independent Study Written Agreement Contract

Student Name	Grade and Teacher	Length of Impending absence

This is an Independent Study Agreement between Navigator Schools and the student / family mentioned above. It is voluntary on part of the student and their family but Navigator Schools strongly encourages the successful completion of this agreement in the event this student must not be present for school during the specified time above. Students who successfully complete the prescribed agreement will not lose attendance for the days lost. However, ***failure to complete*** the agreement successfully ***will result in the dates of absence being flagged as Unexcused absences.*** This may have a negative impact on the student's attendance record. Please see the Attendance Policy for further information on this subject.

The teacher will prescribe school work that the student must complete during the absence. It is best if it is also completed during the normal school schedule. ***ALL work must be completed prior to returning to school and returned to office.*** (Initials). Once the teacher has reviewed the work for completeness, the student's attendance record will reflect successful completion. ***Failure to complete the work will result in the absence being flagged as Unexcused.***

(Initials) ELA-

Math-

I have read and understand the terms of this agreement, and agree to all the provisions.

Parent Signature agreeing to the study contract

_____ Date _____

Parent's signature for returning completed work to teacher.

_____ Date _____

Signatures upon receiving completion of work.

Admin signature _____ **Date** _____

Teacher signature _____ **Date** _____

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Contrato por Escrito de Estudio Independiente

Nombre del Estudiante	Grado y Maestro	Duración de la ausencia inminente

Este es un Acuerdo de Estudio Independiente entre las Escuelas de Navigator y el estudiante / familia mencionado anteriormente. Es una parte voluntaria del estudiante y su familia, pero las Escuelas de Navigator animan fuertemente la terminación exitosa de este acuerdo en el evento que el estudiante no pueda estar presente en la escuela durante el tiempo especificado arriba. Los estudiantes que cumplan con éxito el acuerdo prescrito no perderán la asistencia por los días perdidos. Sin embargo, si **no** se completa el acuerdo con éxito, **las fechas de ausencia se marcarán como ausencias injustificadas**. Esto puede tener un impacto negativo en el registro de asistencia del estudiante. Por favor vea la Política de Asistencia para más información sobre este tema.

El maestro prescribirá el trabajo escolar que el estudiante debe completar durante la ausencia. Lo mejor es que también se complete durante el horario normal de la escuela. **TODO el trabajo debe ser completado antes de regresar a la escuela y devuelto a la oficina.** __ (Iniciales). Una vez que el maestro haya revisado el trabajo para completar, el registro de asistencia del estudiante refleja la finalización exitosa. **Si no se completa el trabajo, la ausencia será marcada como INJUSTIFICADA** _____ (Iniciales)

Asignación del Maestro - (Adjunte todos los trabajos a este acuerdo)

He leído y entiendo los términos de este acuerdo y estoy de acuerdo con todas las provisiones.

Firma del Padre que acepta el contrato del estudio

_____ Date _____

Firmas al recibir el trabajo terminado.

Firma de Administrador _____ Fecha _____

Firma del Maestro _____ Fecha _____

Firma del padre al devolver el trabajo completo al maestro.

_____ Fecha _____

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