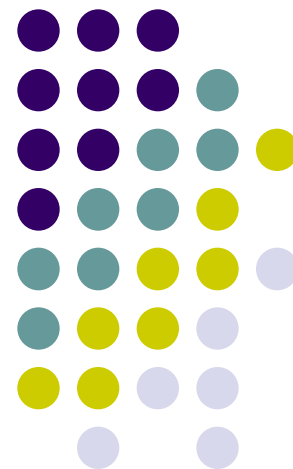
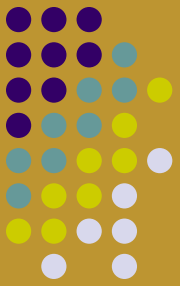


Guide to In School Independent Study Program





When to use it

- Talk to your principal and set rules
 - example: no IS on the 1st month when a new track starts.
- Student will need to be out due to family emergency
- Those that need to leave early prior to the breaks (scrutinize who you will approve the IS for)
- Vacations (planned and unplanned)

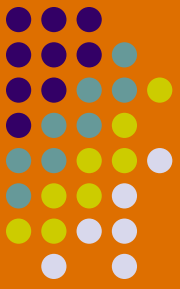
References



Bulletin No. M-128 published 5/31/01



School Administrative Assistant/Office
Manager Reference Handbook,
Section 10 published in 2003-2004



It is assumed that

- Master Agreement is signed prior to starting the IS
 - Master Agreement can be in effect from 1 day to 1 semester
 - Maximum number of days a student is eligible to receive is = to the number of instructional days a student is enrolled in
 - School site will maintain at least 3 registers:
 - Kindergarten
 - Grades 1-3
 - Grades 4-6
 - Special Ed. Classes
- Year Round schools will maintain 3 registers per track

Accounting Procedures



- L the student out of the teacher's register on the last day of attendance
- E the student in the IS register on the first day of absence
- Fill out the "pink slip" and distribute to the necessary people
- One certificated person may carry and sign the registers monthly. This is usually the principal.
- The cum record should reflect the L and E movement of the student. Treat this as if the student moved to a different classroom.

More accounting procedures



- Once the student is E'd in IS and while the student is gone, the school waits for the student to return and turn in work
- The teacher evaluates the work and determines how many days the work is worth. This number of days will be what the school can claim for ADA
- Seat time is awarded if the student has done 4 hours of work for each day of absence

Finally ...



- When the student returns, L the student out of the IS register and E him back to the regular classroom register.
- The student's attendance card will show that he is E'd back in after being L'd out when he was in IS.
- The pink slip is once again filled out and distributed to necessary staff.

