

## SHORT TERM INDEPENDENT STUDY CONTRACT

Parent/guardians may make a signed written request for a Short Term Independent Study Contract for their child when the student will be absent from school due to ***emergency, illness, or family vacation***. All requests for a Short Term Independent Study Contract must be submitted to Mrs. Zeiger in the attendance office ***no later than 5 school days prior to the first day of absence***. The written request must include the dates of the absence and the reason(s) for the absence.

These contracts will ensure that the student is given the opportunity to maintain academic progress in his/her regular classes. These Short Term Independent Study Contracts are available for ***no fewer than 5 school days and no longer than 20 school days***.

Completed parent, administrator and student signatures on the bottom of this page indicate the student has entered into a voluntary Short Term Independent Study Contract.

Signatures indicate agreement with all the following conditions:

Upon approval of the request by administration, contracts will be issued to the student for each class they will miss. Within 2 days the student must present contracts to each of his/her teachers. Teacher signs contract indicating acceptance of contract.

Teachers will assign coursework consistent with VUSD course objectives and descriptions for the time period listed below.

Student will return all six copies of contracts, signed by teachers to the Attendance Office before the first day of absence. A copy will be made for office records.

All work will be returned to the teacher upon the day student returns, unless previous arrangements have been made with teacher.

After returning to school and returning work to teacher, student will request that this contract be signed by the teacher, indicating that the work has been completed. Student shall return the signed contracts to Mrs. Zeiger in the Attendance Office no later than 5 days after return.

Successful completion of the Short Term Independent Study Contract will result in absences being cleared with an "I", which will not adversely affect the student's attendance record.

Failure to complete the Short Term Independent Study Contract will result in the student receiving unverified absences.

If you have any questions, please feel free to contact Mrs. Zeiger in the attendance office, or call her at 453-6065, Ex. # 1000

Student Name _____	Signatures Accepting <u>Contract</u> :
<u>Date Requested</u> _____	Student _____
Date Completed _____	Parent _____
1st day of Absence _____	Administrator _____
Date of Return _____	Teacher _____
Total days absent _____	

### TO BE COMPLETED UPON **RETURN**:

**Work returned** Yes \_\_\_\_\_ No \_\_\_\_\_ Received in office \_\_\_\_\_  
Date \_\_\_\_\_

Teacher signature \_\_\_\_\_ Course \_\_\_\_\_ Period \_\_\_\_\_