

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

Students on Short-Term School-Based Independent Study and being served by their regular teacher shall not be dropped from the regular student roster. During the independent study, the student's absence is recorded as an unexcused absence. After the work is evaluated by the teacher and agreement completion is verified, the absence is changed to an excused independent study absence.

Following is the Short-Term School-Based Independent Study Agreement which all schools are to use and complete five (5) days prior to the beginning of the absence. This meets the criteria set forth by the California Department of Education. All agreements must be fully signed and dated before the absence occurs or Novato Unified School District could lose Average Daily Attendance (ADA).

The teacher, or other designated employee at your school, must complete the section which shows the amount of Average Daily Attendance (ADA) which has been completed by the student. Enter the appropriate code into the attendance system on the days apportionment attendance was earned. If the student is not getting full credit for their days absent, show the appropriate code for an unexcused absence for the days that "work" was not done by the student.

An original sample of the homework, not a journal/workbook unless it is part of their regular school work, must be attached to the agreement and kept in the file. The homework must include a grade, evaluation, number of apportionment days of work completed, and be signed by the certificated employee.

Only a certificated person can sign the forms and make the determination of how many days "work" was completed. A classified person cannot sign their own name, sign for the teacher, or sign for the principal. The signature must be an original signature (not a stamp).

**Restrictions:**

Special Education students can participate in independent study only if it is specifically noted in their Individual Education Program (IEP).

Temporarily disabled students may receive individual instruction based on an agreement between the district and parent stating that independent study is an alternative to home and hospital instruction.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Student Responsibilities:**

I understand that:

Short-Term School-Based Independent Study is a form of education that I have voluntarily chosen and I will always have a classroom option available.

I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other students enrolled in my grade of \_\_\_\_\_.

I have the same rights as other students in my grade at \_\_\_\_\_ School.

I must follow the discipline code and behavior guidelines of the \_\_\_\_\_ School in accordance with district policy.

I agree to:

Complete my assigned work by its due date, as explained by my teacher and described in my written assignments.

**Parent/Guardian/Caregiver Responsibilities:**

I understand that the major objective of Short-Term School- Based Independent Study is to provide a voluntary educational alternative for my student. I agree to the conditions listed under “Student Responsibilities”. I also understand that:

Learning objectives are consistent with and evaluated in the same manner that they would be if my student were enrolled in a traditional school program.

If my student has an Individual Education Program (IEP), the IEP must specifically provide for their enrollment in Short-Term School-Based Independent Study.

I am responsible for supervising my student while they are completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation.

I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my student.

NOVATO UNIFIED SCHOOL DISTRICT

SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A

MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS

Student: \_\_\_\_\_

School Enrolled \_\_\_\_\_ Student Number \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

City: \_\_\_\_\_ ZIP Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Duration of Agreement: \_\_\_\_\_ Days \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending Date

Location(s): \_\_\_\_\_

**School Responsibilities:**

The Short-Term School-Based Independent Study master agreement is in effect for the following dates beginning \_\_\_\_\_ and ending \_\_\_\_\_.

This major objective for the duration of this agreement is to enable the student to keep current with \_\_\_\_\_ grade studies for the period covered by this agreement.

This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the Assignment and Work-Related Form(s) that will be part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the Assignment and Work-Record Form(s).

Short-Term School-Based Independent Study may be an option for students who have unavoidable absences and will be absent for five consecutive school days or more. Eligible students may apply for an Independent Study contract at their school office. If a student must be gone for more than 15 consecutive school days, the District retains the right to enroll the student in NOVA, Novato Unified School District's Independent Study School, if it is deemed the best placement for the student by the site administrator. Independent Study contracts cannot be used for disciplinary reasons. (BP6158)

The Novato Unified School District will provide instructional materials, and other necessary items and resources as specified for each assignment.

The student will complete, during the term of this agreement, the course work listed below. All course work will be consistent with the Novato Unified School District adopted curriculum The Assignment and Work-Record Form(s) include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.

Students work must be submitted to the school on the agreed upon return date

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

Students work will be evaluated by the teacher assigning the work and signing the agreement.

Parents have the right to appeal to the school administrator any decisions about a student's placement or school program in accordance with the Novato Unified School District's policies and procedures.

**AGREEMENT:**

We have read all pages of this agreement, including the Assignment and Work Record Form(s) made part of this agreement, and hereby agree to all the conditions set forth within:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

District/School Supervising Teacher \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

***All dates must be before the student starts the Short-Term School-Based Independent Study.***

SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A  
MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS

Elementary students will have one of these sheets for all classes.

Secondary will have one of these sheets for "EACH" subject/class

**STUDENT WORK ASSIGNMENT RECORD**

(Student Work Assignment Record(s) are part of the Master Agreement)

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Classroom Teacher \_\_\_\_\_ School \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**COURSE OBJECTIVES:**

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

**RESOURCES:**

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_

*Evaluation portion to be completed by the Short-Term School-Based Independent Study instructor after student finishes coursework.*

**EVALUATION: Teacher verification that all work is complete.**

Assignment Completed		Written Tests		Minimum Performance of 60%	
Demonstration of Skills		Oral Presentation		Other	

Credit Attempted (days)	Credit Earned (days)	
Beginning Date	Ending Date	Date Completed

Elementary students will have one of these sheets for all classes.

Secondary will have one of these sheets for "EACH" subject/class.

	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

Evaluating Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject	Assignment	Teacher Initials (Upon Completion Secondary)

An original sample of Independent Study work (which includes evaluation, comments, and the teacher's signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

Secondary will have  
one of these sheets for  
" EACH " subject/class.

**SUBJECT:** \_\_\_\_\_

**COURSE OBJECTIVES:**

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

**RESOURCES:**

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.**

Student \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Date \_\_\_\_\_

*Evaluation portion to be completed by the Short-Term School-Based Independent Study instructor after student finishes coursework.*

**EVALUATION: Teacher verification that all work is complete.**

Assignment Completed		Written Tests		Minimum Performance of 60%	
Demonstration of Skills		Oral Presentation		Other	

Credit Attempted (days)	Credit Earned (days)	
Beginning Date	Ending Date	Date Completed

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have one of these sheets for "EACH" subject/class.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

**Evaluating Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Subject</b>	<b>Assignment</b>	<b>Teacher Initials</b> <small>(Upon Completion Secondary)</small>

An original sample of Independent Study work (which includes evaluation, comments, and the teacher's signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.



**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have one of these sheets for "EACH" subject/class.**

**STUDENT WORK ASSIGNMENT RECORD**

(Student Work Assignment Record(s) are part of the Master Agreement)

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ School \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**COURSE OBJECTIVES:**

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

**RESOURCES:**

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

*Evaluation portion to be completed by the Short-Term School-Based Independent Study instructor after student finishes coursework.*

**EVALUATION: Teacher verification that all work is complete.**

Assignment Completed		Written Tests		Minimum Performance of 60%	
Demonstration of Skills		Oral Presentation		Other	

Credit Attempted (days)	Credit Earned (days)	
Beginning Date	Ending Date	Date Completed

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have  
one of these sheets for  
“EACH” subject/class.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

**Evaluating Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Subject</b>	<b>Assignment</b>	<b>Teacher Initials</b> <small>(Upon Completion Secondary)</small>

An original sample of Independent Study work (which includes evaluation, comments and the teacher’s signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have  
one of these sheets for  
" EACH " subject/class.**

**SUBJECT:** \_\_\_\_\_

**COURSE OBJECTIVES:**

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

**RESOURCES:**

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

---



---



---

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_

*Evaluation portion to be completed by the Short-term School-Based Independent Study instructor after student finishes coursework.*

**EVALUATION: Teacher verification that all work is complete.**

Assignment Completed		Written Tests		Minimum Performance of 60%	
Demonstration of Skills		Oral Presentation		Other	

**Credit Attempted (days)**

**Credit Earned (days)**

**Beginning Date**

**Ending Date**

**Date Completed**

**NOVATO UNIFIED SCHOOL DISTRICT**

**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A  
MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have one  
of these sheets for  
"EACH" subject/class.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

**Evaluating Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Subject</b>	<b>Assignment</b>	<b>Teacher Initials</b> <small>(Upon Completion Secondary)</small>

An original sample of Independent Study work (which includes evaluation, comments, and the teacher's signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.

SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A  
 MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS

Secondary will have one of these sheets for "EACH" subject/class.

**STUDENT WORK ASSIGNMENT RECORD**

(Student Work Assignment Record(s) are part of the Master Agreement)

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Classroom Teacher \_\_\_\_\_ School \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**COURSE OBJECTIVES:**

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

**RESOURCES:**

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.**

Student \_\_\_\_\_ Date \_\_\_\_\_  
 Teacher \_\_\_\_\_ Date \_\_\_\_\_

*Evaluation portion to be completed by the Short-Term School-Based Independent Study instructor after student finishes coursework.*

**EVALUATION: Teacher verification that all work is complete.**

Assignment Completed		Written Tests		Minimum Performance of 60%	
Demonstration of Skills		Oral Presentation		Other	

Credit Attempted (days)	Credit Earned (days)	
Beginning Date	Ending Date	Date Completed

**NOVATO UNIFIED SCHOOL DISTRICT**  
**SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY CONTRACT FOR A**  
**MINIMUM OF FIVE CONSECUTIVE SCHOOL DAYS**

**Secondary will have one of these sheets for "EACH" subject/class.**

Dates	Monday	Tuesday	Wednesday	Thursday	Friday
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

**Evaluating Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Subject</b>	<b>Assignment</b>	<b>Teacher Initials</b> <small>(Upon Completion Secondary)</small>

An original sample of Independent Study work (which includes evaluation, comments, and the teacher's signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.