



Independent Study Contract Procedure

Before Student Leaves:

- Student turns in Independent *Study Master Agreement* form with parent signatures.
- School Counselor notifies attendance of the days that the student will be out on contract.
- School Counselor fills out *Subsidiary Independent Study Assignment Agreement* for student then emails the contract to all of the students teachers.
- School Counselor collects work from teachers. Teachers are responsible for turning in work by given due date. Teachers understand that if work is not turned in then the student cannot be penalized for any missed work during time of contract.
- Student picks up all work from their School Counselor prior to leaving. Any work that is not turned in by the teacher prior to the day the student leaves, then student is not responsible for any work for that teacher.

Upon Students Return:

- Student returns completed work to teachers when they get back, first A-Day, first B-Day.
- Teacher grades student work and returns completed/signed *Subsidiary Independent Study Assignment Agreement* form and students graded work to School Counselor within 5 days of receiving students work.
- School Counselor notifies attendance that student completed all required work.
- Attendance updates attendance as needed.

San Diego High

School Counseling Team

SAMPLE email notification to teachers & attendance from the School Counselor:

From: School Counselor Name

Sent: Wednesday, April 17, 2019 8:31 AM

To: Ortiz Edith <eortiz1@sandi.net>; Schenk Jill <jschenk@sandi.net>; Perez-Smith Violetta <vperez-smith@sandi.net>; Little Michael <mlittle@sandi.net>; O'Connor Kathryn <koconnor@sandi.net>; Nephew Christopher <cnephew@sandi.net>; Kral Stacy <skral@sandi.net>; Rubalcava Michael <mrubalcava@sandi.net>

Cc: Sanchez Thelma <tsanchez@sandi.net>; Moncayo Alexandra <amoncayo@sandi.net>

Subject: Independent Contract - Jose Vasquez

Hello -

Science & Technology student, **Students Name** is going on a 7-day independent contract. Please complete the following:

1. Complete, sign, and print the attached contract.
2. Attach all required materials (texts, worksheets, etc.)
3. Return all documents to School Counselor Name in counseling by the end of the school day **Tuesday, April 30, 2019.**

School Counselor Name

School Counselor M-Z

The School of Science & Technology

San Diego High School Educational Complex

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