



ALAMEDA
COMMUNITY
LEARNING
CENTER



Independent Study Contract

Learner Name:		Grade:
Reason for Absence From School:		
First Day Away:	Last Day Away:	
Due Date—The contract, with Steps 1-4 completed, must be returned to the office by:		

Instructions

Step 1—At least one week before your first day away:

Read and sign the learner agreement below. Have your parent or guardian read and sign the parent section. Return the signed form to the ACLC Office to be copied.

Step 2—During the week before you leave: Take this form to each of your facilitators. Facilitators will write down the assignments you are to work on while you are away. Take the list of assignments with you during your absence.

Step 3—While you are away: Complete your assigned work.

Step 4—After you return:

Take your completed assignments and this form back to your facilitators. If you have successfully completed your assignments, the facilitator will sign to indicate that you may receive attendance credit. Bring the form, signed by all facilitators, to the ACLC Office by the due date indicated above.

I, the learner named in the box above, understand and agree that:

- Independent Study is an optional way to keep up with my studies and earn class credit while I am away from the classroom.
- I can request copies of the textbooks and academic supplies needed to complete the assignments.
- My attendance and class credit are based on completing the assignments. If the assignments are not completed, then my absence will be listed as unexcused and no class credit will be earned.
- My parents(s) will supervise my work and provide help as needed to complete the assignments. If I need clarification that my parent cannot provide, my parent will note this on the assignment so the teacher can review the concept with me when I return to the classroom.

Learner Signature: _____

I, _____, understand and agree with the conditions above and understand that:

Print Parent/Guardian Name

- Independent Study is an optional alternative that allows my learner to keep up with her/his studies while away from school for medical reasons or on a family trip or other avoidable absence.
- Learning objectives are evaluated in the same manner that they would be if the learner were at school.
- If my learner has an Individualized Education Program (IEP), the IEP must specifically allow for enrollment in Independent Study.
- I am responsible for supervising my learner while he/she completes the assigned work. If I cannot assist my learner with an assignment for academic reasons, I will note it on the assignment as stated above.
- I am liable for the cost of replacement of damaged or lost books and other school property checked out to my learner.
- When my learner returns to school, the facilitators(s) who assigned work for this contract will review the assignments and meet with my learner if it is deemed necessary to measure their progress in any of the assigned subject areas.
- My learner's attendance and class credit are based on completing the assignments. Partial completion must meet the minimum number of required attendance minutes in order for attendance credit to be given. Failure to complete the assigned work or minimal completion of the assignments will result in the absence being listed as unexcused in the learner's permanent attendance record and no grade credits will be earned.
- For learners on Independent Study Contracts in duration of 5 or more days, as a result of injury or illness, weekly check-ins of assignments are required. If assignments are incomplete, the lead facilitator will conduct an evaluation to determine if the student shall be allowed to remain on independent study.
- **I, not my child, am responsible for submitting the completed Independent Study Contract to the office by the "Due Date" indicated above.**

Parent/Guardian Signature: _____

Learner Name: _____ **Completed contract due date:** _____

Subject & Facilitator	Assignment(s)	Date
		To be completed by:
With my signature, I attest that this learner has completed the assigned work and may be marked "ISC-Present" for my class during the period of the contract:		Date of signature:

Subject & Facilitator	Assignment(s)	Date
		To be completed by:
With my signature, I attest that this learner has completed the assigned work and may be marked "ISC-Present" for my class during the period of the contract:		Date of signature:

Subject & Facilitator	Assignment(s)	Date
		To be completed by:
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Subject & Facilitator	Assignment(s)	Date
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Subject & Facilitator	Assignment(s)	Date
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Subject & Facilitator	Assignment(s)	Date
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Subject & Facilitator	Assignment(s)	Date
		To be completed by:
With my signature, I attest that this learner has completed the assigned work and may be marked "ISC-Present" for my class during the period of the contract:		Date of signature: