



**Independent Study Contract (ISC) Request 2025-2026
CAPISTRANO UNIFIED SCHOOL DISTRICT
Ladera Ranch Middle School**

The request for an independent study contract must be completed at least 10 school days prior to the first day of absence.

It is recognized that a missed day of instruction cannot be duplicated. Moreover, with instructors diligently preparing students for the highly interactive core curriculum state standards, it is imperative all students consistently attend school. Throughout the year, vacation days are provided for all students and their families.

With that said, if an unavoidable occasion should arise wherein a student must miss **1 or more consecutive instructional school days, but no more than 15**, the student may *request* an ISC. A cumulative maximum of 15 days is given per school year. To request an ISC, please download the request from the school website, visit the school office and/or contact Aubrey Dietrich in attendance at aadietrich@capousd.org.

To complete the ISC request form, please first review the criteria outlined below:

- **The request for an independent study contract must be completed at least 10 school days prior to the first day of absence.**
- Extenuating circumstances will require documentation prior to consideration for approval.
- The request will be reviewed by an administrator who will examine the student's grades, test scores and attendance records.
- Parents of students who are receiving IEP or 504 services must contact the case carrier regarding the ISC request.
- **Students who have been preapproved for a previous ISC and who did not complete at least 70% of assignments will be denied future independent study.**

If the ISC is approved, the student agrees to comply with the following policies listed:

- **The student is expected to turn in all completed work to the attendance office on the first day the student returns to school. All work is due by 8:15am (9:15am on late-start Mondays).**
- **Late work will not be accepted.**
- Any make-up quizzes/tests shall be completed upon return.
- Students are expected to check canvas daily and keep up with posted assignments.
- If the student is unable to access canvas for the duration of the absence, arrangements will be made with administration prior to the grant or denial of the ISC.
- Assignments that cannot be accessed via canvas will be provided to the student as deemed appropriate by the instructor.
- Requested ISC assignments cannot be given to the student prior to the day before the student's first day of absence.



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By filling out the request for an ISC, we acknowledge that we have read, understand and agree to comply with the criteria governing an Independent Study Contract.

Student Name: _____

Grade: _____

Today's date: _____

First day and last day of absence: _____

Date of return: _____

Total number of school days missed: _____

Will your student have internet access? _____

Is your student going out of the country? _____

Is your student receiving IEP services? _____