

Dear CUSD Families,

As you may be aware, school districts are only funded for each day a student attends class in-person (Average Daily Attendance, or ADA). In past years, we were also funded if student absences were considered “excused” due to illness, accident, bereavement, etc.

In recent years, changes to the law precluded districts from receiving funds for excused absences. Independent Study Contracts were generally completed for planned trips, and students could be given credit (and the district could receive funding) for assignments completed upon the student’s return to school.

This year, the state announced a way for students to receive credit and districts to recoup some of the ADA they lose when students are absent from school for *any reason*. This is through the Independent Study Contract. This is a huge benefit to families in that our students will receive assignments that keep them current with their work, they receive “credit” for their absences, and our district is able to recoup funding that can be put back into ensuring a quality education for all students.

In order to participate in the Independent Study Contract, two forms are required:

- ✓ A Short-Term Independent Study Master Agreement, which outlines the terms of independent study agreements.
- ✓ A Short-Term Independent Study Request, Assignment Record, and Evaluation form, which requests assignments for the specific time the student will be absent.

We ask that you complete and return the Short-Term Independent Study Master Agreement [linked here](#). Once returned, it will be kept on file for the school year. If we have a master agreement on file, any time you notify us of an absence for an illness, emergency, or vacation, **and** request work, we can give you a Short-Term Independent Study Request, Assignment Record, and Evaluation Form to fill out. Teachers will then give your student the assignments that will be missed, students will need to complete all of the assigned work, and they will receive credit when the work is returned and graded. The District will then recoup funds for your student’s absence(s).

More specific information concerning the Independent Study Contract is outlined below for your reference:

Contract Criteria:

- The work assigned through the contract must be substantially equivalent to in-person, classroom-based instruction.
- Contract days are cumulative and can only be given for up to 15 days for the entire school year for each student.
- Independent study requests can be denied if teachers were not given ample notice of the request, students did not complete the work for past contracts, etc.

Notification:

- You may contact either the attendance/registrar or your child’s teacher to make the request.
- We strongly encourage you to give the office/your child’s teacher at least three days’ notice, but we would appreciate notice far in advance of the absence.
- With illnesses, you may not know in advance, however, if the master agreement is on file, we can be retroactively paid for the days beginning with the first day we were notified. For example, if the parent has a master agreement on file and calls in with a request for an independent study contract on the first day of absence, all of the days of absence can be counted as ISC.

Assignment Monitoring:

- Students should return the work *within* five days of their return to school, this is subject to the teacher's discretion depending on length of time out, complexity of assignments, etc.
- Teachers must grade the work within 2 – 4 weeks of the end of the agreement.

Thank you for your assistance. We know your efforts will be beneficial to your child(ren) who complete the work, as well as having a large, positive financial impact on the District.