



PITTSBURG UNIFIED SCHOOL DISTRICT
Office of Student Services
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(925) 473- 2347 fax (925) 439-1650

Short Term Independent Study Guidelines

Program Overview

Short Term Independent Study may be an option for students who have unavoidable absences that will result in missing a minimum of 5 and up to 10 school days. Prior to going on independent study the student will be provided coursework that will account for each day the student will be absent. Successfully completing Short Term Independent Study keeps a student up to date on classroom assignments and essential learnings, provides the district the ability to keep the student in average daily attendance reports which are tied to state funding, and the parent/student will not be subject to a truancy review for the time missed while on Short Term Independent Study.

Notes:

- Short Term Independent Study does NOT count toward perfect attendance recognition as the student's physical presence is required.
- Short Term Independent Study will NOT be issued during state testing periods.

Duration of Short Term Independent Study

In order to qualify for Short Term Independent study a student must be absent for a minimum of 5 consecutive school days. EC Section 46300(e)(1). As per PUSD policy, Short term Independent Study is only approved for a leave between 5-10 school days per occurrence, with a maximum of 10 days total per school year. Any absences beyond the 10 consecutive days, or absences that occur after the 10 day limit has been reached, may result in the absences being considered unexcused and the parent receiving a truancy letter. Requests may be made for independent study beyond the 10 day limit, but those requests must be approved by the superintendent or his/her designee.

How to apply for Short Term Independent Study

Complete the Request For Short Term Independent Study and Written Agreement Form Short Term Independent Study and return your school office 7-10 school days prior to the first expected date of absence (if applicable).

The Request and written Agreement will be reviewed by the Principal or his/her designee for approval.

The Office will notify you whether the Independent Study was approved or not by the Principal or his/her designee.

Teacher will compile all the students' work and then send home with the student the last school day before their independent study begins when applicable.

Who is eligible for Short Term Independent Study

Pittsburg Unified School District offers Independent Study to students enrolled in grades TK-12 with the exception of the following as indicated in California Education Code:

- An individual with exceptional needs, as defined in Section 56026, shall not participate in independent study, **without an IEP team meeting first** to determine if Independent Study is appropriate and the least restrictive environment Ed. Code 56026 & Ed. Code 51747(c)(7)
- A temporarily disabled pupil shall not receive individual instruction pursuant to Section 48206.3 through independent study. EC Section 51745(d) - (If the district and parents agree it is more appropriate, independent study can be provided instead of home hospital)

Parent Responsibilities during Short Term Independent Study

- Monitor progress of students and provide necessary support.
- Ensure all assignments are completed.
- Communicate with school if there is any confusion or extra support needed to complete assignments

Parent Responsibilities after Short Term Independent Study

- All work must be turned in on the first day the student returns to school from independent study. If that deadline is missed the parent and student have not met the obligations of the contract and all absences will be marked as unexcused.
- Ensure all assignments are turned in on date listed in Written Agreement

Failure to complete requirements listed in Written Agreement

- If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record. If the student's work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The additional days of absence will be considered unexcused, and will count towards truancy limits
- Failure to fully meet the requirements of the Written Agreement may result in future Short Term Independent Study requests being denied by the site Principal.