



GUADALUPE UNION SCHOOL DISTRICT
Extended Absence Contract
Short Term Independent Study Application

I understand that by signing my name below, I agree to the terms listed above and will abide by the conditions of the Extended Absence Short Term Independent Study Agreement.

Parent/Guardian/Caregiver Signature: _____ Date: _____

Student Signature: _____ Date: _____

School Site Administrator Signature: _____ Date: _____

Student Checklist for Extended Absence Short Term Independent Study

Prior to departure for Extended Absence (at least one week):

- Students that will be absent 5 to 15 contact days are eligible for Extended Absence Short Term Independent Study Contract
- Contact your Administrator for prior approval
- Important! The application must be signed by parent, student, and Administrator, and it must be returned prior to departure.
- Receive assignments and materials for the time you will be gone.

Upon return to school from Extended Absence (at least one week):

- Turn in all completed work to front office. Front office will keep originals for records and give copies to teachers for credit. **One day of original, graded work for each 5 days of absence must be kept on file.** Ask each teacher if there is anything else you need to do.
- Satisfactory completion of all of your assignments while you were away will result in the following:
 - Credit for all assignments completed during extended absence
 - Attendance coded as excused
- Administrator will submit attendance register to District Office



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Student Name: _____ Grade: _____ Id#: _____
Address: _____ City: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Other Phone: _____
Parent Name: _____ Assignments Due: _____
First Date Missed: _____ First Date Back: _____ Total Days Missed: _____

AGREEMENTS

STUDENT: *I understand that:*

- Independent study is an alternative form of education that I have chosen for no more than 15 days.
- Acceptance for Independent Study is subject to administrative approval.
- Upon completion of my assignments, my grade will not be lowered based on 'unexcused' absences alone
- I will complete all my assigned work for each day for credit according to expectations. Upon my return, I will submit my work to the office and then take copies (office gets originals) to each of my teachers.
- I may still be required to make up work not listed as part of this contract that was not available to me at the time of my departure.
- While on contract, I must follow the Discipline Code and Behavior Guidelines of the Guadalupe Union School District.
- I have received textbooks and supplies that belong to GUSD and must return all materials issued to me.

PARENT/GUARDIAN: *I understand that:*

- The major objective of Independent Study is to provide an optional educational alternative for my son/daughter.
- I am responsible for ensuring that my son/daughter complete all assignments issued as part of the Independent Study agreement.
- Attendance credit will only be issued after successful completion and evaluation of the assignments given as part of the Independent Study agreement.
- I will be billed for any materials that belong to GUSD that are not returned and/or list for damaged.
- It is my responsibility to provide for a variety of educational experiences that are geared to my child's individual's responsibility.
- I agree to all the conditions listed above under Student Agreements.

Please check the following if true:

- Student has an IEP (If true, Student Services, MUST be contacted prior to entering this contract).
- Student has a 504 plan.