

# RUSD INDEPENDENT STUDY QUICK ATTENDANCE GUIDE FOR IS



All school sites shall make sure that all new IS requirements are met.

## IS ATTENDANCE QUICK GUIDE

1. Complete the new IS agreement and make sure it gets signed within 30 days of the starting date.
2. In Synergy go to the student's day/period attendance and place a "Y" (IS in progress) for the duration of the agreement.

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason
5	Sep-2021					1	U	2	Y	3	Y
6		6	Hol	7	Y	8	Y	9	Y	10	Y
7		13	Y	14	Y	15	Y	16	Y	17	Y
8		20	Y	21	Y	22	Y	23	Y	24	Y

ELEMENTARY

Line	Date	All Day Code	Bell Period							
			0	1	2	3	4	5	6	
22	7 (R) Tuesday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
23	8 (R) Wednesday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
24	9 (R) Thursday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
25	10 (R) Friday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
26	13 (R) Monday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
27	14 (COL) Tuesday	Y	N/S	Y	Y	Y	Y	Y	Y	Y
28	15 (R) Wednesday	Y	N/S	Y	Y	Y	Y	Y	Y	Y

SECONDARY

3. Go to the **enrollment tab** under the **student screen** and change the instructional setting to IS.
  - ⇒ 1. Enter the starting date of the IS agreement.
  - ⇒ 2. Change instructional setting to IS. (Make sure to note what is the current setting for the student)
  - ⇒ 3. Click Save.
4. Collect all documents, work from the assigned teacher/s and verify that everything is completed. Continue to send a copy of the IS agreement and copies of work samples. (2 sheets per every 5 days for elementary and 2 pages per every 5 days per subject for secondary) **Note: additional documents will be needed if student does more than 15 days of IS during the same school year. Please refer to the items on the box on page 2.**

Line	Month Year	Monday		Tuesday		Wednesday		Thursday		Friday	
		Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason	Day	Att 1 Reason
5	Sep-2021					1	U	2	AP	3	AP
6		6	Hol	7	AP	8	AP	9	AP	10	AP
7		13	AP	14	AP	15	AP	16	AP	17	AP
8		20	NC	21	NC	22	NC	23	NC	24	NC

5. Process the earned attendance provided by the assigned teacher. (make sure to add attendance notes)
  - ⇒ Change "Y" to "AP" if student earned attendance.
  - ⇒ Change "Y" to "NC" if student did not complete the work.

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## IS QUICK GUIDE

6. Go to the **enrollment tab** under the **student screen** and change the instructional to the original instructional setting.
  - ⇒ 1. Enter the end date of the IS agreement.
  - ⇒ 2. Change instructional setting from IS to the original instructional setting.
  - ⇒ 3. Click Save.

This will conclude the process for students assigned to Independent Study.

Note: This process may differ at the following school sites: Henry, Rialto MS and Zupanic HS.

## AB 130 overview

Assembly Bill (AB) 130 (Chapter 44, Statutes of 2021) was passed and approved by the Governor on July 9, 2021. **Although AB 130 did not change the method used to generate a day of attendance for apportionment purposes in independent study**, AB 130 made changes to independent study program requirements that are conditions of apportionment effective for the 2021–22 fiscal year. Below are a few of the new changes.

1. School districts are **required** to offer IS in the 2021-22 school year.
2. For the **2021-22 school year only**, school districts shall notify the parents and guardians of all enrolled pupils of their option to enroll their child in in-person instruction or Independent Study during 2021-22 school year.
3. **Independent study written policies** must include a description of the level of satisfactory education progress and the number of missed assignments that will be allowed before an evaluation is conducted. **(Note: New contract has been developed to meet new requirements)**
4. **Independent Study programs** must provide content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
5. During 2021-22 school year only, IS agreement can be signed within 30 days of the starting date and electronic signatures are valid for IS agreement only (typed signatures are not valid).

### THE ITEMS BELOW ARE REQUIRED AFTER THE 14TH DAY OF THE IS AGREEMENT

1. **Tiered re-engagement strategies.** Written policies must contain procedures for tiered re-engagement strategies for all pupils who are not generating attendance for more than three schooldays or 60 percent of the instructional days in a school week, or who are in violation of the written agreement.
2. **LEA must have a plan to transition** pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days.
3. **New requirements for students interaction. (All interaction must be documented)**
  - ◇ **Transitional Kindergarten to grade 3** — daily synchronous instruction for all pupils throughout the school year.
  - ◇ **Grades 4 to 8** — both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.
  - ◇ **Grades 9 to 12** — at least weekly synchronous instruction for all pupils throughout the school year.

If you have questions or need assistance please contact Juan Camarena at Fiscal Services.

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## AB 130 FAQ's

### Instructional Time and Independent Study

1. **Do LEAs have to develop a new IS contract or can they still use their current IS contract?** No, LEAs have to develop a new IS contract that meets all new requirements.
2. **Are there changes to instructional time requirements for 21-22?** For 2021–22 and future fiscal years, all students are required to be offered at least the minimum number of annual instructional minutes and days that apply to their grade level and setting. All students participating in independent study must be offered the required number of annual minutes and days as well.
3. **Do the minutes of “synchronous instruction” provided to students count toward minimum day requirements as in the existing Law?** For traditional independent study, in order to include asynchronous instruction in instructional time calculations, students must have work product evaluated for time value as an outcome from their participation in synchronous instruction.
4. **Is there a minimum number of minutes or hours of synchronous instruction or live interaction?** No. Statute does not specify a minimum number of minutes or hours that must be provided to students in IS.
5. **Does “synchronous instruction” have to be in-person?** No, The synchronous instruction may be in-person or via internet or telephone communications. EC Section 51745.5(d).
6. **Are classified staff permitted to provide synchronous instruction?** No. The synchronous instruction must be provided by the teacher of record. EC Section 51745.5(d).
7. **Do pupils need to do as much work in IS as they would in traditional school?** Yes. 5 CCR 11701.5 provides that independent study is to be substantially equivalent in quality and quantity to classroom instruction. EC Section 51745(a)(3) provides that independent study shall not be offered as an alternative curriculum, while EC Section 51747(a)(2) requires that all content be aligned to grade level standards.
8. **Are special education pupils permitted to participate in IS?** Participation in independent study is an IEP Team decision. Therefore, special education pupils may not participate in independent study unless it is specified as an instructional method in their IEP. EC Section 51745(c)

### Attendance Accounting and Reporting

1. **Did AB 130 changed the minimum of consecutive instructional days that a student must participate in IS?** Yes, AB 130 reduced the minimum number of consecutive days to 3 days instead of 5 days.
2. **Are there any new requirements of traditional IS that could affect apportionment funding?** Yes, In addition to meeting the requirements to generate ADA, which have not changed, LEAs must comply with multiple conditions of apportionment in order to avoid audit findings and losses of ADA. Please see AB 130 changes for new requirements.
3. **Is there a limit to the amount ADA that can be claimed for funding in independent study for 2021-22?** Statute does not limit the number of students that can be served in IS. Statute does, however have some limits on IS ADA:
  - ◇ There is a 10 percent cap on independent study ADA generated by students in an opportunity school or a continuation high school. A student who is pregnant or is a parent who is the primary caregiver for one or more of their children is not included within the 10 percent cap.
  - ◇ Pursuant to EC Section 51745.6 there are independent study ADA to full time equivalent (FTE) ratio requirements that may limit ADA that can be claimed for apportionment. If the ratio of independent study ADA to FTE certificated employees responsible for independent study exceeds an LEA's comparative ratio, the result is excess ADA. Excess ADA cannot generate funding.
4. **What documentation should be kept for auditing purposes?** The following documents should be kept for auditing purposes for at least 3 years: signed IS agreement, student assignments, teacher records, document each student's participation in live interaction/synchronous instruction, record of student engagement and any required documents required for your approved attendance procedures for ADA apportionment.