

RUSD TEMPORARY INDEPENDENT STUDY TRACKING SYSTEM INSTRUCTIONS



INSTRUCTIONS

- Download the Elementary or Secondary INDEPENDENT STUDY TRACKING SYSTEM file into your computer.
 - Be sure to save your downloaded file to your Desktop.
 - Do not use or share the Tracking System file in Google Sheets or Google Drive.
- Open the file:
 - Fill out the student information
 - Fill in the beginning and ending dates of the contract. When both dates are filled out correctly, the system will count the total days of the agreement (System will count school days only and exclude holidays and weekends). Any agreement going over the 14 days will mark the total days in **RED**.

INDEPENDENT STUDY TRACKING SYSTEM														
ELEMENTARY														
LESS THAN 15 DAYS AGREEMENTS ONLY														
(Students receiving Special Ed services need IEP approval)														
Student ID #	Last name	First name	Grade	Beginning Date	Ending Date	Total days	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted	Evaluation Sheet	Update Attendance From "Y's" to "AP, E or U"	Inst. Setting Changed to Original	Work Samples/ agreement copies send to Fiscal
123456789	Smith	Joe	2	8/9/2021	8/16/2021	6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
987654321	Smith	Jose	4	8/9/2021	8/30/2021	16	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Select the boxes of the Temporary Independent Study requirements until the process is completed.
 - Check "Yes" when the NEW AGREEMENT is completed and signed.
 - Update the Daily/Period Attendance dates from blank to Y's. (Y= Independent Study in progress)
 - Change the Instructional Setting to "IS" on the Enrollment Tab under the Student Screen.

- After receiving the completed/incomplete work, update the required boxes.
 - Work submitted has to be stored for 3 school years. Work can be stored electronically but auditors will request originals.
 - Secondary schools must have 4 periods or more of completed work to earn a full day of attendance.

ELEMENTARY						
LESS THAN 15 DAYS AGREEMENTS ONLY						
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Ending Date	Total days	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted	Evaluation Sheet
8/16/2021	6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
8/30/2021	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>
	0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

SECONDARY									
LESS THAN 15 DAYS AGREEMENTS ONLY									
(Students receiving Special Ed services need IEP approval)									
Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted			Evaluation Sheets			Update Attendance From "Y's" to "AP, E or U"
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input type="checkbox"/>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P4 <input checked="" type="checkbox"/> P5 <input checked="" type="checkbox"/> P6	<input type="checkbox"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6	<input type="checkbox"/>

RUSD TEMPORARY INDEPENDENT STUDY TRACKING SYSTEM INSTRUCTIONS



INSTRUCTIONS

5. Make sure to have the necessary Weekly Evaluation Sheets from teacher.

- Secondary schools will need **ONE Weekly Evaluation Sheet per subject per week**. If the student goes out for 10 days, TWO Weekly Evaluations will be needed per subject.
- Elementary schools will need **ONE Weekly Evaluation Sheet per teacher**. If the student goes out for 10 days, TWO Weekly Evaluations will be needed.

SECONDARY
LESS THAN 15 DAYS AGREEMENTS ONLY
(receiving Special Ed services need IEP approval)

IS	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted	Evaluation Sheets						Update Attendance From "Y's" to "AP, E or U"	Inst. Setting Changed to Original	Work Samples/ agreement copies sent to Fiscal
					P1	P2	P3	P4	P5	P6			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELEMENTARY
LESS THAN 15 DAYS AGREEMENTS ONLY
(receiving Special Ed services need IEP approval)

Ending Date	Total days	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted	Evaluation Sheet
8/16/2021	6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>
8/30/2021	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>
	0	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Rialto Unified School District

WEEKLY Assignment/Progress Evaluation

Student: _____ Date Work Assigned: _____

WORK DUE ON: _____ Day: _____ Time: _____

Course/ Text	Assignments, Activities, Materials/Resources	Complete	
		YES	NO

IF YOU NEED HELP CALL YOUR TEACHER AT: _____ EXT: _____

Date Work Received: _____

Dates	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
ADA Credit										

Supervision Teacher's Evaluation/Certification: My signature below indicates that I, the assigned supervising teacher, have personally evaluated the student's work, or that I have personally reviewed the evaluations made by other certified teachers.

Supervision Teacher's Signature: _____ Date: _____

6. Give attendance credits based on the evaluation sheets.

- If student received credit, change the "Y" to "AP", For Incomplete days change the "Y" to "E" if the student was on an Independent Study agreement due to being ill. For any other reasons, change the "Y" to "U".
- Secondary schools should give attendance credit by period and then update the all-day code accordingly.

7. Once the student has completed the temporary Independent Study:

- Change the instructional setting from "IS" to their original instructional setting.
- Send copies of the agreement, evaluation sheet/s, and copies of work samples to the Attendance Accounting Technician at Fiscal Services.
- Work samples: Elementary- 2 worksheets for every 5 days; Secondary- 2 worksheets for every 5 days per subject.

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Student ID #	Last name	First name	Grade	Beginning Date	Ending Date	Total days	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted	Evaluation Sheet	Update Attendance From "Y's" to "AP, E or U"	Inst. Setting Changed to Original	Work Samples/ agreement copies sent to Fiscal
123456789	Smith	Joe	2	8/9/2021	8/16/2021	6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
987654321	Smith	Jose	4	8/11/2021	8/30/2021	14	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SECONDARY
LESS THAN 15 DAYS AGREEMENTS ONLY
(Students receiving Special Ed services need IEP approval)

Student ID #	Last name	First name	Grade	Beginning Date	Ending Date	Total days	Agreement Completed and Signed	Update Attendance dates to "Y's"	Inst. Setting Changed to IS	Work Submitted						Update Attendance From "Y's" to "AP, E or U"	Inst. Setting Changed to Original	Work Samples/ agreement copies sent to Fiscal
										P1	P2	P3	P4	P5	P6			
123456789	Smith	Joe	10	8/9/2021	8/16/2021	6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
987654321	Smith	Jose	12	8/9/2021	8/26/2021	14	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

In order to claim Independent Study ADA, all documents and requirements need to be completed.

If you have any questions, please contact Juan Camarena at Fiscal Services (909) 820-7700 ext. 2244.