RUSD TEMPORARY INDEPENDENT STUDY TRACKING SYSTEM INSTRUCTIONS

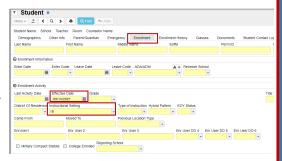


INSTRUCTIONS

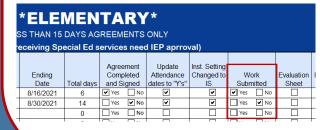
- Download the Elementary or Secondary INDEPENDENT STUDY TRACKING SYSTEM file into your computer.
 - Be sure to save your downloaded file to your Desktop.
 - Do not use or share the Tracking System file in Google Sheets or Google Drive.
- 2. Open the file:
 - Fill out the student information
 - Fill 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.

	A	В	IND	EPE	NDEN	T STU	J DY	TRA(CKIN	S SYS	K STEM	L	М	N	0	
1		*ELEMENTARY*														
2					LES	SS THAN 15	DAYS AG	REEMENTS	ONLY							
3					(Students r	eceiving Sp	ecial Ed s	ervices nee	d IEP aprro	/al)						
4	Student ID #	Lactramo	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		Inst. Setting Changed to Original	Work Samples/ agreement copies send to Fiscal	
5			Joe	2	8/9/2021	8/16/2021	6	Yes No			Yes No		AI ,E 01 0	Oliginal	T ISCAI	
6	987654321	Smith	Jose	4	8/9/2021	8/30/2021	16	Yes No			Yes No					
7							0	Yes No			Yes No					
8							0	Yes No			Yes No					
9							0	Yes No			Yes No					
10							0	Yes No			Yes No					
11							0	Yes No			Yes No	Щ				
12							0	Yes No			Yes No					

- 3. Select the boxes of the Temporary Independent Study requirements until the process is completed.
 - Check "Yes" when the NEW AGREENMENT 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.



- 4. 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.



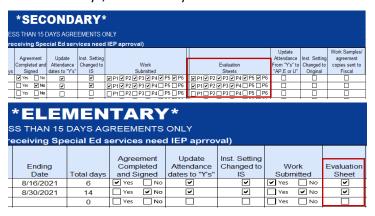
	*SEC	AYS AGRE	EMENTS C			
Ī						Update
	Agreement	Update	Inst. Setting			Attendance
	Completed and	Attendance	Changed to	Work	Evaluation	From "Y's" to
s	Signed	dates to "Y's"	IS	Submitted	Sheets	"AP,E or U"
_	Yes No	V	V	▼P1 ▼P2 ▼P3 ▼P4 ▼P5 ▼P6	▼P1 ▼P2 ▼P3 ▼P4 ▼P5 ▼P6	
	Yes 🗸 No	V	V	P1 ▼P2 ▼P3 ▼P4 □ P5 □ P6	▼P1 ▼P2 ▼P3 ▼P4 □ P5 □ P6	
	Yes No			□P1□P2□P3□P4□P5□P6	□ P1 □ P2 □ P3 □ P4 □ P5 □ P6	

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.



Student: Date Work Assignment WORK DUE ON: Day: Time: Course/ Text Assignments, Activities, Materials/Resources Complete YES NO IF YOU NEED HELP CALL YOUR TEACHER AT: Date Work Received:	Maile Cill	ied Schoo	1 District												
WORK DUE ON Time: Course/ Text	WEEKLY Assignment/Progress Evaluation														
WORK DUE ON Time: Course/ Text	Student: Date Work Assigned:														
Course/ Text Assignments, Activities, Materials/Resources Complete YES NO	Student:						-								
IF YOU NEED HELP CALL YOUR TEACHER AT: EXT.	WORK	DUE O	N:		Day:		Tin	ie:							
IF YOU NEED HELP CALL YOUR TEACHER AT: EXT.	ourse/ Tex	t	Assignn	nents, Ac	tivities, N	laterials/	Resource	S							
									YES		NO				
	IE VOLUMEED HELD CALL VOUR TEACHER AT: EVT														
Date Work Received.															
Dates		1				_									
Mon Tues Wed Thurs Fri Mon Tues Wed Thurs Fri	Fri														
ADA Credit															
		Tours	l od Post		416 41	. 26									
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	supervisin	on reacher	. have pe	rsonally o	evaluated	the stude	nt's worl	k. or that	nes mar I have pe	rsonall	signed v reviewed t				
evaluations make by other certified teachers.															
Supervision Teacher's Signature: Date:	evaluation	io mante o													

- 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.

ELEMENTARY LESS THAN 15 DAYS AGREEMENTS ONLY												
(Students receiving Special Ed services need IEP aprroval)												
Agreement Update Inst. Setting Charged to Work Evaluation First name Grade Date Date Date Total days and Signed dates to "S" IS Submitted Sheet "AP,E or U" Original Fiscal												copies send to
987654321 Smith Jose 4 8/11/2021 8/30/2021 14 Tvs V No V V V V V V V												
SECONDARY LESS THAN 15 DAYS AGREEMENTS ONLY (Students receiving Special Ed services need EP aprroval)												

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.