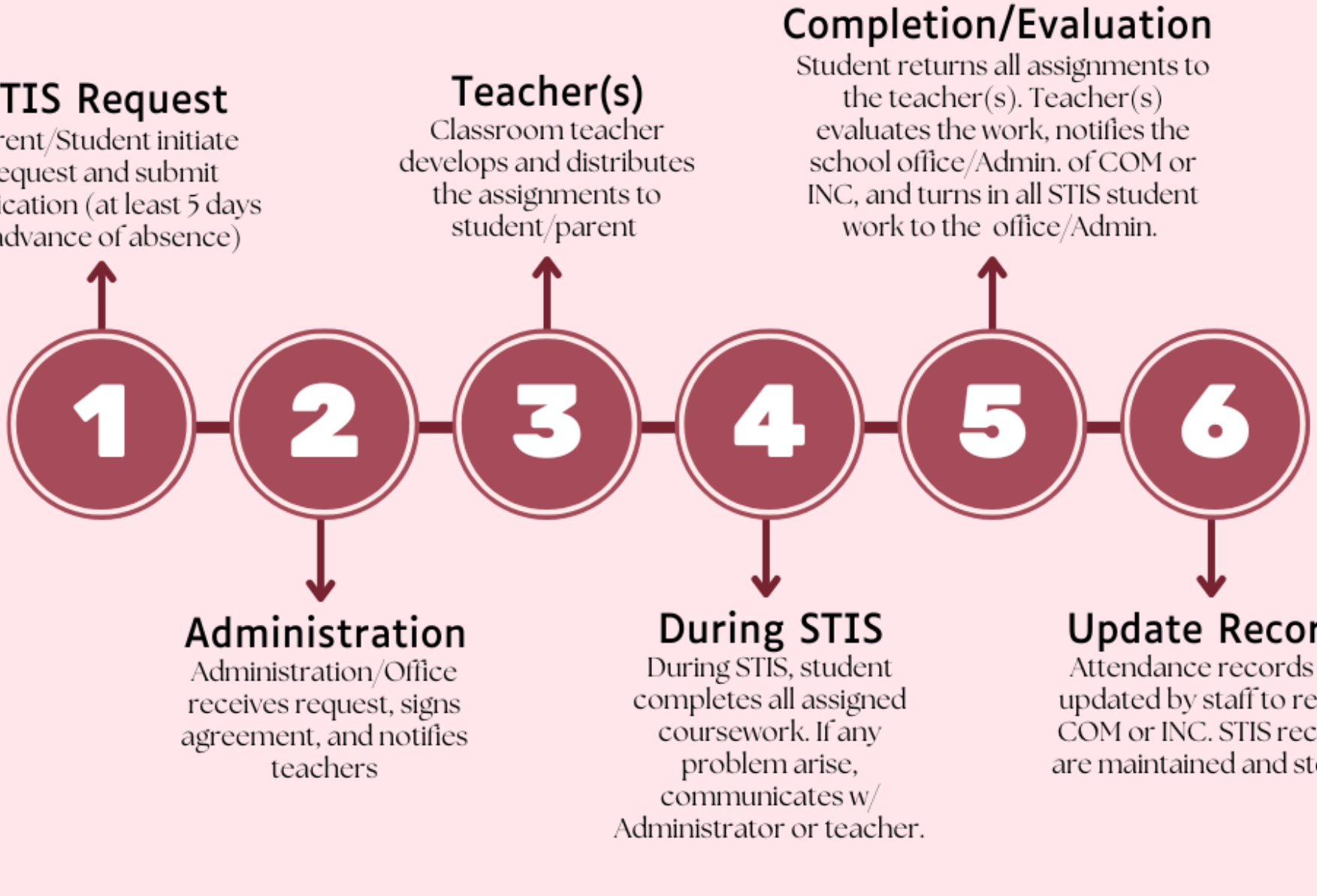
SHORT TERM INDEPENDENT STUDY (STIS)



Berkeley Unified School District
Short-term Independent Study (STIS) process flowchart

Request and Approval

1. **Student/Parent:**
    - **Initiate Request:** Parent or guardian realizes the student will be absent (1 to 15 school days) and notifies the school office/Administrator.
    - **Submit Application:** The parent submits an application for short-term independent study to the school office/Administrator.. This must be done at least 5 days in advance of the planned absence.

      Note: Teachers oftentimes are the first point of contact for parents. Teachers, please direct the parent/guardian to the school office/Administrator for STIS requests.

2. **School Administration/Office:**

    - **Receive Request:** The school office/Administrator receives the request and confirms that the student is eligible for the program.
    - **Sign the agreement**: A written STIS Agreement must be completed and signed by the parent, student, and an Administrator. This agreement should be signed before the independent study period begins. *Note: Administrator has the discretion to waive application timeline in the event of an emergency situation.*
    - **Notify Teacher:** The school office/Administrator notifies the supervising staff teacher(s). For middle/high school, the student/parent brings the assignment log to the teacher to complete, and give back to the student. Copy of assignment log turned into the school office/Administrator by the parent/student. For elementary, the log is given to the teacher by the school office/Administrator. The teacher completes and returns the assignment log to the school office/Administrator. A copy of the assignment log is given to the

parent/guardian.

Note: An assignment log for a short-term independent study is a record (list) of assignments, due dates, and submission status to track progress and ensure accountability for the STIS.

Planning and Preparation

3. **Classroom Teacher(s):**

- **Develop Assignments:** The classroom teacher(s) for the student's courses will prepare and assemble the necessary assignments, learning objectives, and materials. The agreement will specify the work to be completed.

- **Distribute Assignments:** The student or parent/guardian receives their assignments and necessary materials to complete their work while away from school.

During Short Term Independent Study

4. **Student During STIS:**

- **Complete Work:** The student completes all assigned coursework according to the schedule outlined in the contract.
- **Communicate (Optional):** The student may need to communicate with their supervising teacher or administrator, if any issues arise.

Completion and Evaluation

5. **Return to School:**

- **Return Work:** The student returns all completed assignments on the agreed-upon due date, which is their first day back in the classroom, to the classroom teacher.
- **Review and Grade:** The classroom teacher reviews and evaluates the student's completed work. The classroom teacher then notifies the school office/Administrator (or attendance office) that the student has completed or did not complete the STIS assignments, and turns in all STIS student work to the school office/Administrator (or attendance office).

6. **Update records**
   - **Update attendance records**: If the work is completed and submitted on time, the student's attendance record will be updated, with the attendance showing Independent Study Complete (COM). If the work is not completed, the attendance will show Independent Study Incomplete (INC), which will then be an unexcused absence.
   - **Record in student files**: The signed agreement and evaluation are retained in an STIS file for each student, which shall be kept in a secure location.