

## **Pleasanton Unified School District**

### **Independent Study Absence Contracts**

Although Independent Study Contracts are available for student and families, it is important that students be in class on a daily basis. An Independent Study cannot duplicate learning that occurs in the classroom. It is impossible to “make up” class discussions, presentations, demonstrations, guest speakers, and events crucial to the learning process.

The following information provides a brief overview of Independent Study Absence Contract (K-12) requirements. Please see PUSD Regulation 5101 pages 4 & 5 for the complete regulation. Students who will be absent from school due to an extended trip with parents will be excused providing that the appropriate Independent Study Contract is picked up prior to the trip and all assigned work is completed upon immediate return from the trip.

Please note that teachers’ and administrators’ signatures on Independent Study forms do not constitute approval by the school for the absence, but simply confirm proper notification of the reason for the possible excused absence. It is also necessary that the attendance office and teachers be notified at least two weeks in advance of such a trip unless otherwise approved by the school principal. A list of assignments for the pupil to complete while absent will be prepared. The student must complete all of the assignments during the trip; all assignments are due on the day the student returns to school.

The period of time for the absence may not exceed one calendar month. Any circumstance that requires the absence to exceed one calendar month must be approved by the school principal in advance of the trip. If the calendar month ends during a school holiday, the pupil must be present at school on the first day following the holiday with all work completed.

It is also important to understand that if the work is not returned on the first day of return, the absence would be considered unexcused, and the pupil would have to reapply to school for admission (enrollment at the same school would be based on space and program availability.) It is also critical that in order to allow time for teachers to properly evaluate and assess student work, the student must be in school for the final week of the school year.