

Independent Study Setup (California)

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This article walks you through the necessary steps for proper reporting of students in an Independent Study (IS) program. For more information on Independent Study, see the [Department of Education](#) website.

I. Course Setup

Classic View: Scheduling > Courses > Course

Create an Independent Study Course. In most long term IS situations, the course will be the subject being taught and the only indication it is an Independent Study course is the individual section of that course.

New courses are created using the [Add Course Wizard](#), or if the school is using Course Masters/Course Catalogs, new courses are created in the [Course Catalogs](#) tool.

The presence or absence of a State Code will determine if the course is going to report to CALPADS.

- **Short Term Independent Study** - When the student is moved into an independent study course for the duration of the contract but stays in his/her homeroom, the State Code field should be blank. This means the course will not be included in CALPADS reports.
- **Long Term Independent Study** - When the student is moved into an independent study course for the entire term/year, the State Code field should be populated so it will be included in CALPADS reports.

Create the necessary **Sections** for the course. A separate section needs to be created for each supervising teacher. The Independent Study checkbox needs to be marked on the Section editor if the section is associated with a course that is included in CALPADS reports (when the course has a state code assigned).

Schedule the Sections into the Homeroom or Attendance Period in all terms in the elementary schools, or in all periods/terms in middle/high schools.

Section Information ☆

Scheduling & Courses > Courses > Section Information

Section Editor

SectionID
58482

*Section Number
2

Max Students
 (30)

Room
P2

Hide Standards On Portal

Multiple Teacher

Middle School Core Course Indicator

Content Standards Alignment Code

Primary Teacher
Bohler, Stephanie

Academic Term

Instructional Strategy

EL Instructional Type

Independent Study

Teacher Display Name
Staff, Gerald

Lunch Count Milk Count Adult Count

Custom Count 1 Custom Count 2 Custom Count 3

Skinny Seq Homeroom

Advisory

External LMS Exclude Charter Non-Core, Non-College Prep

High Quality CTE Course Indicator

Online Course Instruction Type

Local Assignment Option Code

Program Funding Source

Language of Instruction
Select a Value

Distance Learning (Override)
 ()

- Modified by: Unknown 02/05/2020 16:27

IS Course Section

II. Attendance Codes

Classic View: System Administration > Attendance > Attendance Codes

Create new attendance codes for reporting completed independent study and not completed independent study. The Excuse options do not matter; this selection should be based on school or district policy for independent study attendees.

The Code and Description are up to the district; however, the State Code field needs to be one of the following, depending on the code being created:

- **CIC: Course Instruction Complete**, Status: Present
- **CII: Course Instruction Incomplete**, State: Absent
- **ISC: Independent Study Complete**, Status: Present
- **ISI: Independent Study Incomplete**, Status: Absent

The ISC: Independent Study Complete and CIC: Course Instruction Complete codes are used in state reports.

Attendance Code Setup ☆
 Attendance Office > Settings > Attendance Code Setup

Code	Description
ACT	Activity
CIC	Course Instruction Complete
CII	Course Instruction Incomplete
CLR	Tardy/Cir
CUT	Cut
DET	Detention
ERE	Early Release
EXC	Excused
HH	Home Hosp
IH	Inhouse
ILL	Illness
IMD	Illness Medical Note Received
ISC	Completed Work
ISI	Incml Wrk
ISP	Independent Study Pending
ISS	ISS
LTE	Tardy
OSS	OSS
OTH	Other
POS	Positive
SC	School Closure - Emergency Conditions
SN	Snow Day Power/Roads
SO	Site Other
SS	Served SS

AttendanceExcuse Detail

*Code

State Code

100: Out-of-School Suspension

110: In-School Suspension

CIC: Course Instruction Complete

CII: Course Instruction Incomplete

HH: Home Hospital

ISC: Independent Study Complete

ISI: Independent Study Incomplete

SSE: Saturday School Excused

SSU: Saturday School Unexcused

T30: Tardy > 30

Independent Study Attendance Codes and State Code Options

III. Class Size Reduction

Classic View: Student Information > General > Flags

If the student is in courses reported for Class Size Reduction (usually grades K-3), add a code **170: Short Term Independent Study** to the student's **Flags** (Programs) tab. The Start and End Dates entered should be the dates of the Independent Study contract.

A signed Independent Study contract needs to be on file for the student. That contract is referenced for the start/end dates for the Flags set-up, the adding of the Course-Section and attendance reporting.

Student Flag Assignment for Independent Study

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Homeless-Temporary Shelter	09/11/2015	09/18/2015			
EL	07/26/2011		07/26/2011		
Span@Home	07/29/2013				
Short Term Ind. Study	09/01/2020	09/30/2020			IS through September

IV. Attendance Funding Categories

Classic View: Student Information > General > Enrollments > State Reporting Fields > Attendance Funding Category

There are three Attendance Funding Categories related to Long Term Independent Study:

- 45: Long Term Independent Study (Regular Day)
- 46: Long Term Independent Study (Special Day)
- 47: Continuation Long Term Independent Study

When using these categories, remember to mark the student absent for the entire time the student is a Long Term IS student, and then change the absences to present as work is evaluated. Average Daily Attendance for Code 47 reports separately on the Continuation Attendance Report.

Enrollment Attendance Funding Categories

V. Student Schedule

Classic View: Student Information > General > Schedule

Schedule the student into the appropriate Course Section of the Independent Study Course using the [Walk-In Scheduler](#). The Start and End dates of the course should reflect the start and end dates of the IS contract.

- **Short Term Independent Study** - DO NOT drop the student from their existing homeroom class. Instead, the Homeroom and the IS section will be "skinnied" into the same period. *See image below.*
- **Long Term Independent Study** - The student often only has IS courses so there would be no need to skinny courses.

VI. Student Attendance

PATH: *Student Information > General > Attendance*

For each day of the IS contract, assign the **IS Not Complete** Attendance Code. Because of this, the homeroom teacher and the supervising teacher will NOT be able to record attendance for the

student.

The supervising teacher prints the [Attendance Register](#) for the date range of the student's IS contract, selecting the appropriate section of the IS course. This serves as a separate register of the IS students required by state law. As work is returned and verified as acceptable for attendance credit, this register can be notated and signed by the teacher and used by the attendance clerk to change the correct number of days with an IS Not Complete code to ISC code.

Attendance ☆
 Student Information > General > Attendance

Buttons: New, Period Detail, Daily Detail, Positive Attendance, Documents

Blended Learning Group: Group 1 [Update Group Assignment]

Term Semester 1 08/10/2020 - 02/01/2021
 Instructional Days: 126 Present Days: 125.22

Legend: Unknown (Yellow), Excused (Green), Unexcused (Red), Exempt (Grey)

Period	Date											Period												
	0	1	2	3	4	5	6	7	SH	Co-Plan	ACT	T	0	1	2	3	4	5	6	7	SH	Co-Plan	ACT	T
Absent	0	0	0	2	2	0	2	2	0	0	0	8												
Early Release	0	0	0	0	0	0	0	0	0	0	0	0												
Tardy	0	0	0	0	0	0	0	0	0	0	0	0												
													09/01/2020											
													Tue											
													Monday											
													08/31/2020											
													Mon											
													Monday											

Student Attendance IS Codes

The notated register can be compared to the Monthly Attendance Register to ensure the correct number of days were credited for IS attendance. Print and save for each individual attendance.

VII. Attendance Reporting

Classic View: CA State Reporting > Monthly Attendance Register, Monthly Attendance Summary

Run the [Monthly Attendance Register](#) as usual. A count of all days with a code of ISC and an ADA calculation will print, and can be compared with the Weekly Attendance Register to ensure the correct number of present days were entered for each student. These values are a subset of the total days present and ADA for the entire group of students. A student needs to have the IS attendance code entered in every period he/she is scheduled for the day to print and be counted.

Monthly Attendance Register																																																																																		
2013-14 Elementary School 4321 School Avenue Any City, CA 99999 Primary Enrollment(Not Track Jumpers)																																																																																		
Generate on 11/01/2013 10:03:08 AM Page 1																																																																																		
School Month 03: October 7, 2013-November 1, 2013 Days Taught: 20 Attendance Category: 10: Regular Day District of Apportionment: 1234567: Independent Unified School District																																																																																		
<table border="0" style="width:100%"> <tr> <td colspan="2"></td> <td colspan="4">10/07/2013</td> <td colspan="4">10/14/2013</td> <td colspan="4">10/21/2013</td> <td colspan="4">10/28/2013</td> <td colspan="4"></td> </tr> <tr> <th>Students</th> <th>Number</th> <th>Sex</th> <th>Grade</th> <th>State Grade</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th> <th>Enroll</th><th>NC</th><th>OR</th><th>UnEx</th><th>Ex</th><th>Appt</th><th>ADA</th><th>%</th> </tr> </table>																														10/07/2013				10/14/2013				10/21/2013				10/28/2013								Students	Number	Sex	Grade	State Grade	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Enroll	NC	OR	UnEx	Ex	Appt	ADA	%
		10/07/2013				10/14/2013				10/21/2013				10/28/2013																																																																				
Students	Number	Sex	Grade	State Grade	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Enroll	NC	OR	UnEx	Ex	Appt	ADA	%																																																		
Student, David		M	01	01	-	-	-	-	-	-	-	-	-	-	ISC	ISC	ISN	ISN	ISN	ISN	ISN	ISN	ISN	ISN	ISN	20	0	0	0	8	12	0.60	60.00																																																	
Totals																									20	0	0	0	8	12	.60	60.00																																																		
Independent Study Days counted for Apportionment(Code ISC): 2 Independent Study ADA: .10																																																																																		

Monthly Attendance Register

Run the [Monthly Attendance Summary](#) as usual. A total count of days with a code of ISC and an ADA calculation from these days print. These values can be compared with the Monthly Attendance Register to ensure they are totaling correctly.

Monthly Attendance Summary																
2013-14 Elementary School 4321 School Avenue Any City, CA 99999 Primary Enrollment(Not Track Jumpers)																
Generated on 11/01/2013 10:01:04 AM Page 1																
List of Included Calendars 13-14 Elementary School																
School Month 03: October 7, 2013 - November 1, 2013 Days Taught: 20 Attendance Category: 10: Regular Day District of Apportionment: 1234567: Independent School District																
Grades	Days											Enrollments				
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total
Grade 01	20	0	0	20	0	8	12	2	0.10	0.60	60.00	1	0	0	1	1
Total Grades 1-3	20	0	0	20	0	8	12	2	0.10	0.60	60.00	1	0	0	1	1
Total All Grades	20	0	0	20	0	8	12	2	0.10	0.60	60.00	1	0	0	1	1

Monthly Attendance Summary