

Independent Study Agreement Addendums

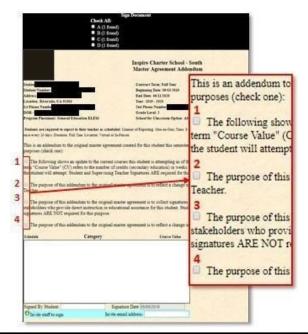
When should an Addendum be created?

<u>The ISA Addendum should be created when an ISA needs to be updated; it cannot fix and replace an incorrect ISA.</u>

- Update to the current courses the student is taking
- A change in the student's Supervising Teacher
- A change in the student's grade level
- Promotion
- Retention
- To collect signatures of additional educational stakeholders who provide direct instruction or educational assistance for the student



Creating ISA Addendums



Accepted ISA Addendum

ISA Addendum is required for any changes to the Independent Study Agreement.

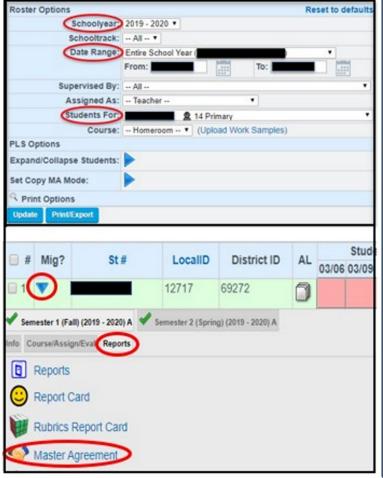
Indicate the purpose of the ISA Addendum by checking one of the four boxes outlined in the example.

Multiple boxes may be checked.

Signatures:

1st signature: student 2nd signature: parent 3rd signature: teacher

Note: If HS classes aren't showing on the ISA, edit the class and make sure "Show on ISA is checked.

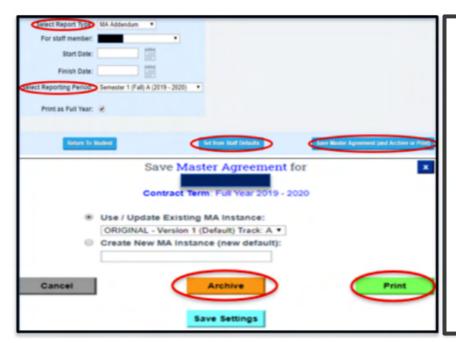


Steps to Create ISA Addendum:

- 1. Go to school
- 2. Click Teachers Tab
- 3. Click PLS/Student Roster
- Filter options:
 - a. School Year: Current Year
 - b. **Date Range**: Entire School

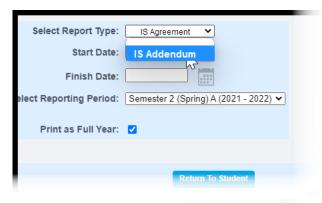
Year

- c. Students For: Name
- 5. Click Update
- 6. Click blue arrow
- 7. Click Reports
- 8. Click Master Agreement

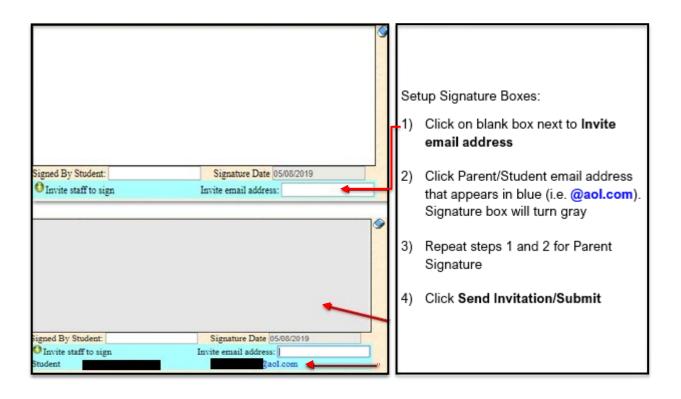


Print and Archive ISA Addendum

- 1. Select Report Type: MA Addendum
- 2. Click Set from Staff Defaults
- 3. Print as Full Year: Check
- 4. Click Save Independent Study Agreement (and Archive or Print)
- 5. Click Save Settings
- 6. Click **Archive** (or Print if creating a paper ISA)



Sending ISA Addendums



Receiving ISA Addendums

Parent will receive an email from TCS requesting them to sign the ISA Addendum; once student and parent have signed, teacher will receive an email link as below:



Steps to Signing ISA Addendum for Teacher

- Click on the link in email to view ISA Addendum
- 2. Teacher will sign in the **third** signature box.
- Click Send Invitation(s)/Submit Agreement

ISA Addendum Best Practices

- Teachers should sign the same day as the student/parent if school year started.
- Teacher signature date **should not be before** student/parent signature date.

Reviewing Completed ISA Addendums

Two options to review the completion of the ISA Addendums

Option 1:

- Begin at Cottonwood
- Click Teachers Tab
- 3) Click Compliance
- 4) Click Sign Documents Compliance
- Select staff member name from dropdown menu.
- 6) Click Display
- Locate student ISA Addendum, ensure all checkmarks are green.
- 8) Click Finalize/Invite Others
- 9) Click Send Invitation(s) / Submit Agreement

Option 2:

- 1) Begin at Cottonwood
- 2) Click Teachers Tab
- Click Compliance
- 4) Click Archive Compliance
- 5) Filter options:
 - School Year: 2019 2020
 - Staff: Teacher Name
 - Date Range: Entire School Year
 - Report Title: StudentMAAddendum
 - Include Students With:
 - -- or without Archived Reports --
- 6) Click Generate Report

The ISA Addendum has been successfully archived if you see a yellow "Unapproved" label. You can review it by clicking the magnifying glass.

Note: Teachers will not be able to approve any Addendum. Only the SSA can approve. Send an email to your SSA if you have any unapproved ISAs.