



Independent Study Agreement Addendums

When should an Addendum be created?

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

- 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

Independent Study Agreement

Student: [Redacted] Contract Term: Full Year
Beginning Date: 08/20/2018
End Date: 06/15/2019
Year: 2018 - 2019
Supervising Teacher: [Redacted] Student Phone Number: [Redacted]
Grade Level: 12
School for Choice/Options: Riverside Unified

Students are required to report to their teacher as scheduled. Hours of Reporting: 150 on Day, 150 on Day, 150 on Day, 150 on Day. Frequency: At least once every 30 days. Duration: Full Year. Location: Virtual or In-Person.

This is an addendum to the original master agreement created for this student this semester for one of the following purposes (check one):

The following shows an update to the current courses this student is attempting as of the latest date signed below. The term "Course Value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt. Student and Supervising Teacher Signatures ARE required for this purpose.

The purpose of this addendum to the original master agreement is to reflect a change in the student's Supervising Teacher.

The purpose of this addendum to the original master agreement is to collect signatures of additional educational stakeholders who provide direct instruction or educational assistance for this student. Student and Supervising Teacher signatures ARE NOT required for this purpose.

The purpose of this addendum to the original master agreement is to reflect a change in the Student's Grade Level.

Schedule	Category	Course Value
00 Government	Government	3 Credits
00 U.S. History A	U.S. History	3 Credits
00 U.S. History B	U.S. History	3 Credits
00 English 11A	English	3 Credits
00 English 11B	English	3 Credits
00 Algebra 1 A	Algebra	3 Credits
00 Algebra 1 B	Algebra	3 Credits
00 Science 1 A	Visual & Performing Arts OR World Language	3 Credits
00 Science 1 B	Visual & Performing Arts OR World Language	3 Credits
00 Economics	Economics	3 Credits

05/15/2019

Student: [Redacted] Signature Date: _____
Student: Laffer, Jason Teacher: Anderson, Heather

Copyright 2003-2008 School Pathways LLC.

Creating ISA Addendums

Check All:

- A (1 credit)
- B (1 credit)
- C (1 credit)
- D (1 credit)

Inspire Charter School - South Master Agreement Addendum

Student: [Redacted]
 Address: [Redacted]
 City: [Redacted]
 State: [Redacted]
 ZIP: [Redacted]

Contract Term: Fall Term
 Beginning Date: 08/03/2019
 End Date: 08/11/2019
 Term: 2019 - 2020
 1st Phone Number: [Redacted]
 Grade Level: 7
 School for Classroom Option: [Redacted]

This is an addendum to the original master agreement created for this student this semester purposes (check one):

- 1 The following show term "Course Value" (C) the student will attempt
- 2 The purpose of this Teacher.
- 3 The purpose of this stakeholders who provide signatures ARE NOT r
- 4 The purpose of this

Signed By: Student
 Signature Date: 05/06/2019
 Inscribe staff to sign: [Redacted] Inscribe email address: [Redacted]

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."

Roster Options Reset to defaults

Schoolyear: 2019 - 2020
 Schooltrack: -- All --
 Date Range: Entire School Year
 From: [Redacted] To: [Redacted]
 Supervised By: -- All --
 Assigned As: -- Teacher --
 Students For: [Redacted] 14 Primary
 Course: -- Homeroom -- (Upload Work Samples)

PLS Options

Expand/Collapse Students: [Blue Arrow]
 Set Copy MA Mode: [Blue Arrow]
 Print Options: [Print/Export]

#	Mig?	St #	LocalID	District ID	AL	Student
1		[Redacted]	12717	69272		03/06 03/09

Semester 1 (Fall) (2019 - 2020) A
 Semester 2 (Spring) (2019 - 2020) A

Info Course/Assign/Eval **Reports**

Reports
 Report Card
 Rubrics Report Card
Master Agreement

Steps to Create ISA Addendum:

1. Go to **school**
2. Click **Teachers Tab**
3. Click **PLS/Student Roster**
4. 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**

Select Report Type: MA Addendum
 For staff member: [dropdown]
 Start Date: [calendar icon]
 Finish Date: [calendar icon]
 Select Reporting Period: Semester 1 (Fall) A (2019 - 2020)
 Print as Full Year:

[Return To Student](#) [Set from Staff Defaults](#) [Save Master Agreement \(and Archive or Print\)](#)

Save Master Agreement for
Contract Term: Full Year 2019 - 2020

Use / Update Existing MA Instance:
 ORIGINAL - Version 1 (Default) Track: A
 Create New MA Instance (new default):

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)

Select Report Type: IS Agreement
 Start Date: IS Addendum
 Finish Date: [calendar icon]
 Select Reporting Period: Semester 2 (Spring) A (2021 - 2022)
 Print as Full Year:

[Return To Student](#)

Sending ISA Addendums

Signed By Student: _____ Signature Date 05/08/2019

Invite staff to sign Invite email address: _____

Signed By Student: _____ Signature Date 05/08/2019

Invite staff to sign Invite email address: _____

Student [redacted] [redacted]@aol.com

Setup Signature Boxes:

- 1) Click on blank box next to **Invite email address**
- 2) Click Parent/Student email address that appears in blue (i.e. [@aol.com](#)). Signature box will turn gray
- 3) Repeat steps 1 and 2 for Parent Signature
- 4) Click **Send Invitation/Submit**

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:

A contract has been completed and you need to finalize it!
to submit the contract for final approval, go to:

Student: Harry Potter Signature Date: 05/08/2019

Parent Guardian Caregiver: Lily Potter Signature Date: 05/08/2019

Signed By Supervising Teacher: Sign Here Signature Date: 05/08/2019

Invite staff to sign Invite email address:

Clear Send Invitation(s) / Submit Agreement

Steps to Signing ISA Addendum for Teacher

1. Click on the link in email to view ISA Addendum
2. Teacher will sign in the **third signature box**.
3. 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:

- 1) Begin at Cottonwood
- 2) Click **Teachers** Tab
- 3) Click **Compliance**
- 4) Click **Sign Documents Compliance**
- 5) Select staff member name from dropdown menu.
- 6) Click **Display**
- 7) **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
- 3) 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.