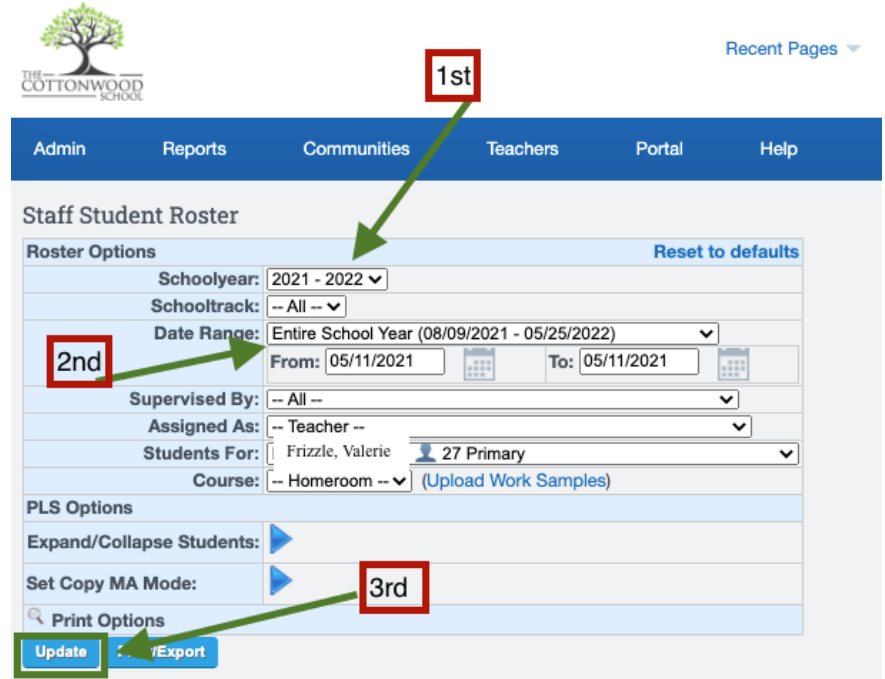


Creating & Sending ISAs

- Go to your roster.
- Adjust the Date Range for the entire year, then click “update”.



The screenshot shows the 'Staff Student Roster' interface for 'THE COTTONWOOD SCHOOL'. The interface includes a navigation bar with 'Admin', 'Reports', 'Communities', 'Teachers', 'Portal', and 'Help'. A 'Recent Pages' dropdown is visible in the top right. The main content area is titled 'Staff Student Roster' and includes a 'Reset to defaults' link. The 'Roster Options' section contains several filters: 'Schoolyear' (2021 - 2022), 'Schooltrack' (-- All --), 'Date Range' (Entire School Year (08/09/2021 - 05/25/2022)), 'Supervised By' (-- All --), 'Assigned As' (-- Teacher --), 'Students For' (Frizzle, Valerie, 27 Primary), and 'Course' (-- Homeroom --) with an '(Upload Work Samples)' link. The 'PLS Options' section includes 'Expand/Collapse Students' and 'Set Copy MA Mode'. The 'Print Options' section includes an 'Update' button and an 'Export' button. Three red boxes with arrows point to specific elements: '1st' points to the 'Schoolyear' dropdown, '2nd' points to the 'Date Range' dropdown, and '3rd' points to the 'Update' button.

THE COTTONWOOD SCHOOL

Recent Pages ▾

Admin Reports Communities Teachers Portal Help

Staff Student Roster

Roster Options [Reset to defaults](#)

Schoolyear: 2021 - 2022 ▾

Schooltrack: -- All -- ▾

Date Range: Entire School Year (08/09/2021 - 05/25/2022) ▾

From: 05/11/2021 To: 05/11/2021

Supervised By: -- All -- ▾

Assigned As: -- Teacher -- ▾

Students For: Frizzle, Valerie 27 Primary ▾

Course: -- Homeroom -- ▾ [\(Upload Work Samples\)](#)

PLS Options

Expand/Collapse Students: ▶

Set Copy MA Mode: ▶

Print Options

Update Export

Creating & Sending ISAs (cont.)

- Expand the student's information by clicking on the blue arrow next to their name.
- OR expand your entire roster by clicking on the blue arrow next to the "Expand/Collapse Students" label.



One student:






All students:

Staff Student Roster

Roster Options [Reset to defaults](#)

Schoolyear:	2021 - 2022 ▾
Schooltrack:	-- All -- ▾
Date Range:	Entire School Year (08/09/2021 - 05/25/2022) ▾
From:	08/09/2021 
To:	05/25/2022 
Supervised By:	-- All -- ▾
Assigned As:	-- Teacher -- ▾
Students For:	▾
Course:	-- Homeroom -- ▾ (Upload Work Samples)

PLS Options

Expand/Collapse Students:	 
Set Copy MA Mode:	

Print Options

[Update](#) [Print/Export](#)

Creating & Sending ISAs (cont.)

Check to make sure the courses are correct. For TK -8 students, these courses are preloaded for you. For directions on how to load HS courses, click [HERE](#).



The screenshot displays a software interface for course management. At the top, there are two tabs: "Semester 1 (Fall) (2021 - 2022) A" and "Semester 2 (Spring) (2021 - 2022) A". Below the tabs are three sub-tabs: "Info", "Course/Assign/Eval", and "Reports". A dropdown menu is open, showing a list of courses. A green arrow points to the first course entry, "Mathematics 5 (1000-MA-5:S1.10867)".

Course Name	Standard	Level
Mathematics 5 (1000-MA-5:S1.10867)	5 - I Can Standards CCSS Math (2019)	All 1 2 3 4
Language Arts 5 (1000-ELA-5:S1.10867)	5 - I CAN Standards CCSS ELA (2019)	All 1 2 3 4
Social Studies 5 (1000-SS-5:S1.10867)	5 - I Can Standards CCSS Social Studies (2019)	All 1 2 3 4
Science 5 (1000-SCI-5:S1.10867)	5 - I Can Standards NGSS Science (2019)	All 1 2 3 4

At the bottom of the list, there is an "Add Class" button.

Creating & Sending ISAs (cont.)

- Next, click on the “Reports” tab for the student.
- Then click on “Independent Study Agreement”






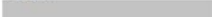



The screenshot shows a user interface with a blue navigation bar at the top containing the following tabs: Admin, Reports, Communities, Teachers, Portal, and Help. A search bar on the right of the navigation bar contains the text "Type to quick page find" and a lock icon. Below the navigation bar, there is a student information row with fields for ID (6), SSN (260718226), birthdate (11658), and other identifiers (13669, 5, A). A green arrow points to the "Reports" tab in the navigation bar. Below the student information, there are two tabs: "Semester 1 (Fall) (2019 - 2020) A" and "Semester 2 (Spring) (2019 - 2020) A". Below these tabs, there is a sub-navigation bar with "Info", "Course/Assign/Eval", and "Reports". The "Reports" sub-tab is active, and a green arrow points to the "Master Agreement" option in the left-hand menu. On the right side of the interface, there is a table with columns: Print, Att., Note, WS, AWR, AL, LL, PBL, and Sample. The table contains four rows labeled LP: 1, LP: 2, LP: 3, and LP: 4. Each row has icons for the respective columns.

	Print	Att.	Note	WS	AWR	AL	LL	PBL	Sample
LP: 1									
LP: 2									
LP: 3									
LP: 4									

Creating & Sending ISAs (cont.)

- Click on “Set from Staff Defaults”
- Then selected “Print as Full Year”
- Then click on “Save Master Agreement (and Archive or Print)”

Admin Reports Communities Teachers Portal Help Type to quick p

					
	Grade 6	Local ID	Student Statewide ID	Home Language English	Staff
Gender	Date of Birth 	Enrolled 07/01/2020 - Current	Communities Home Study TK-8	Parent(s) 	Graduation Path General Education MS

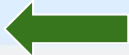
Select Report Type: Master Agreement ▾

Start Date: 

Finish Date: 

Select Reporting Period: Semester 1 (Fall) A (2019 - 2020) ▾

Print as Full Year:



[Return To Student](#)

[Set from Staff Defaults](#)

[Save Master Agreement \(and Archive or Print\)](#)

Creating & Sending ISAs (cont.)

You will now see this popup window.


- Click on “Save Settings” on the first window that pops up
- Then click on “Archive” for the second window that pops up


Save **Master Agreement** for [redacted] X

Contract Term: Full Year 2019 - 2020

Use / Update Existing MA Instance:
ORIGINAL - Version 1 (Default) Track: A ▾

Create New MA Instance (new default):
[]





Save settings as my default

Creating & Sending ISAs (cont.)

All ISAs include two documents:

- The Independent Study Agreement
- The Acknowledgment of Responsibility

Sign Document

The Cottonwood School Master Agreement for Independent Study



Student: [REDACTED]
Student Number: [REDACTED]
Address: [REDACTED]
Location: [REDACTED]
1st Phone Number: [REDACTED]
DOB: [REDACTED]
Program Placement: General Education ELEM

Contract Term: Full Year
Beginning Date: 08/20/2019
End Date: 06/11/2020
Year: 2019 - 2020
2nd Phone Number: [REDACTED]
Grade Level: 5
School for Classroom Option: [REDACTED]

It is understood that:

Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established program's governing board and are consistent with program standards as outlined in the program's subject/course descriptions. Assignment and Work Record (AWR) Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Schedule	Category	Course Value
Mathematics 5	Mathematics	36 Weeks
Language Arts 5	Language Arts	36 Weeks
Social Studies 5	History/Social Science	36 Weeks
Science 5	Science	36 Weeks

Methods of Study: Specific methods of study will be designated on the Assignment and Work Record (AWR) and are incorporated herein. Examples of methods of study for the student will include: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Learning Center Courses

Specific Resources: The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and



The Cottonwood School Acknowledgement of Responsibilities

Student: [REDACTED]
Student Number: [REDACTED]
Address: [REDACTED]
Location: [REDACTED]
1st Phone Number: [REDACTED]
DOB: [REDACTED]
Program Placement: General Education ELEM

Contract Term: Full Year
Beginning Date: 08/20/2019
End Date: 06/11/2020
Year: 2019 - 2020
2nd Phone Number: [REDACTED]
Grade Level: 5
School for Classroom Option: [REDACTED]

Students Agreement/Responsibilities

- I voluntarily request participation in this independent study program and have read and understand the terms of the master agreement.
- I will complete all course work outlined in the master agreement, and as assigned to me in the periodic Student Assignment and Work Record.

Parent/Legal Guardians Agreement

I agree to the above conditions listed under Students Agreement/Responsibilities. I also understand that:

- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the Independent Study Teacher.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned

Creating & Sending ISAs (cont.)

Each document requires the signatures of:

- Parent
- Student
- HST

Note:

Occasionally, a signature from a fourth party maybe required, so there is also space to have others sign as well.

*Student
Sign Here*

Student Name: Signature Date

 Invite staff to sign

*Parent
Sign Here*

*Teacher
Sign Here*

Supervising Teacher Name: Signature Date

 Invite staff to sign

*Other
Sign Here*

Creating & Sending ISAs (cont.)

- Click in the “Invite email address” box.
The system will suggest email addresses that are on file for the family.
- Insert the email address for the Parent under **both** of the “Student Sign Here” boxes and **both** of the “Parent Sign Here” boxes
- You will be requesting a total of four signatures.

The image shows a digital form for creating and sending ISAs. It features two identical signature sections stacked vertically. The top section is for the student, with a large white box labeled "Student Sign Here". Below it are fields for "Student Name:" and "Signature Date" (06/23/2020). A cyan bar with a plus icon and the text "Invite staff to sign" is positioned below the name field. To the right of this bar is an "Invite email address:" field. A green arrow points to this field with the label "x2". The bottom section is for the parent, with a large white box labeled "Parent Sign Here". Below it are fields for "Parent/Guardian/Caregiver Name:" and "Signature Date" (06/23/2020). A cyan bar with a plus icon and the text "Invite staff to sign" is positioned below the name field. To the right of this bar is an "Invite email address:" field. A green arrow points to this field with the label "x2".

Creating & Sending ISAs (cont.)

- **DO NOT sign your boxes yet**. You will sign after the student and parent signs.
- Click on “Send Invitation(s)/Submit Agreement”

The screenshot displays a digital form for creating and sending ISAs. It features two main signature sections:

- Teacher Sign Here:** Includes a text box for the signature, a "Teacher Name:" input field, a "Signature Date" field (pre-filled with 06/23/2020), a cyan "Invite staff to sign" button, and an "Invite email address:" input field.
- Other Sign Here:** Includes a text box for the signature, an "Other Name:" input field, a "Signature Date" field (pre-filled with 06/23/2020), a cyan "Invite staff to sign" button, and an "Invite email address:" input field.

At the bottom of the form, there is a "Clear" button on the left and a "Send Invitation(s) / Submit Agreement" button on the right. A large green arrow points downwards towards the submit button.

Creating & Sending ISAs - Final Thoughts

Accuracy matters, so before you click “send”, make sure you do a quick check:

- Is the student's information all correct?
 - *This includes their name, address, & phone number.*
- Are the Start and End Date included?
 - *The Start Date should be the first day of school OR the first day a student starts their classes. The End Date should be the last day of the school year.*
- Are all of the student's courses listed?
 - *TK-8 students should have Math, Language Arts, Science and Social Studies.*
 - *High School students should have all of their courses listed (or at least two course if you do not know all of them yet, you can add an addendum later -more on this in the next two lessons.)*

Signing & Archiving ISAs

It is a good practice to let a family know right before or right after that you're sending them an ISA to sign . It will not come from your email address, so they might ignore it otherwise.

Before School Starts:

- Families have a little more time to sign the ISA and get it back to you.
- Families will be able to place orders once an ISA is on file

After School Starts:

- Families need to get the ISA back to you ASAP, we usually ask that they are returned within 24 hours.
- ADA cannot be claimed and orders will not be processed without a signed ISA on file.

Signing & Archiving ISAs (cont.)

The system will send you an email when a signed ISA has been returned to you.

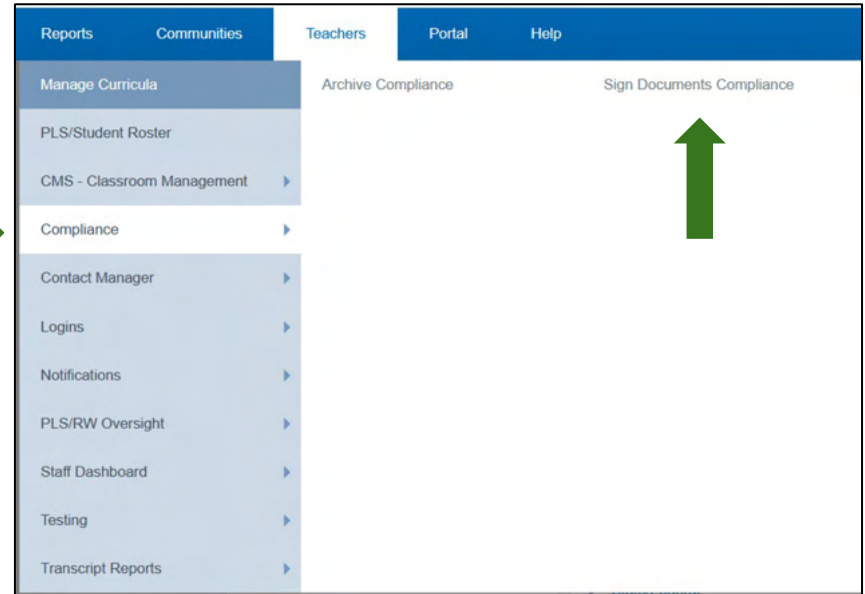
- Click on the link in your email to return to the ISA so you can sign and archive it.
- If you misplace the email, you can also access documents you need to sign via Pathways.

To get to pending documents in Pathways start by opening the “Teacher” menu.

The screenshot displays the website interface for The Cottonwood School. At the top left is the school logo. The navigation bar includes links for Admin, Reports, Communities, Teachers, Portal, and Help. The Teachers menu is expanded, showing options like CMS - Classroom Management and CMS Oversight. A green arrow points to the Teachers menu item. On the right side, there are search and user profile fields. The main content area shows a sidebar with a red apple icon and a list of menu items: Manage Curricula, PLS/Student Roster, CMS - Classroom Management, Compliance, Contact Manager, Logins, and Notifications. Below this is a section for TRANSCRIPTS.

Signing & Archiving ISAs (cont.)

- In the “Teacher” menu, selected “Compliance”.
- Then select “Sign Document Compliance”.



Signing & Archiving ISAs (cont.)

Here you can:

- view all pending documents that you have outstanding that need learning coach signatures. *(These are found on the lower document list.)*
- resend documents if a learning coach cannot find it.
- view all documents that need your signature. *(These are found on the top list.)*

Once you sign and archive a document, they no longer appear on this list.

The screenshot shows a web application interface with a dark blue navigation bar at the top. The navigation bar contains the following links: Admin, Reports, Communities, Teachers, Portal, and Help. On the right side of the navigation bar, there is a search bar with the placeholder text "Type to quick page find" and a lock icon. Below the navigation bar, the main content area is white. At the top of the main content area, there is a "School Year:" label followed by a dropdown menu showing "2019 - 2020". Below the dropdown menu is a blue "Display" button. The main content area is divided into two sections. The first section is titled "Documents that [redacted] needs to sign for 2019 - 2020". Below this title, there is a green checkmark icon followed by the text "There is nothing that you need to sign." The second section is titled "[redacted]'s Documents that need to be signed by others for 2019 - 2020". Below this title, there is a table with one row. The row contains a red 'X' icon, the date and time "06/23/2020 11:14 am", a redacted filename ".pdf", the text "Student: [redacted]", and a blue play button icon followed by the text "View document". At the bottom of the page, there are several small icons: a red checkmark, a blue envelope icon, a red 'X' icon, and a white square icon.

Admin Reports Communities Teachers Portal Help

Type to quick page find

School Year: 2019 - 2020

Display

Documents that [redacted] needs to sign for 2019 - 2020

There is nothing that you need to sign.


[redacted]'s Documents that need to be signed by others for 2019 - 2020

06/23/2020 11:14 am [redacted].pdf Student: [redacted] View document

Signing & Archiving ISAs (cont.)

- Whether you access it from the link in your email, or via Pathways, you need to verify that both documents that make up the ISA has a student signature and a learning coach signature (4 signatures total).
- If one is missing, contact the family and resend the request.

Sign Document



THE COTTONWOOD SCHOOL

The Cottonwood School Master Agreement for Independent Study

Student: [Redacted]
Student Number: [Redacted]
Address: [Redacted]
Location: [Redacted]
1st Phone Number: [Redacted]
DOB: [Redacted]
Program Placement: General Education ELEM

Contract Term: Full Year
Beginning Date: 08/20/2019
End Date: 06/11/2020
Year: 2019 - 2020
2nd Phone Number: [Redacted]
Grade Level: 5
School for Classroom Option: [Redacted]

It is understood that:
Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established program's governing board and are consistent with program standards as outlined in the program's subject/course descriptions. Assignment and Work Record (AWR) Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Schedule	Category	Course Value
Mathematics 5	Mathematics	36 Weeks
Language Arts 5	Language Arts	36 Weeks
Social Studies 5	History/Social Science	36 Weeks
Science 5	Science	36 Weeks

Methods of Study: Specific methods of study will be designated on the Assignment and Work Record (AWR) and are incorporated herein. Examples of methods of study for the student will include: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Learning Center Courses

Specific Resources: The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Work Record (AWR) and are incorporated herein.

Methods of Evaluation: Academic evaluations will be designated on the Assignment and Work Record (AWR) and are incorporated herein. Other acceptable methods of evaluation include, but are not limited to: Teacher Made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Learning Journals, Presentations, Quizzes, Labs, Finals.

Signing & Archiving ISA (cont.)

- Once you have verified that everything is correct, sign both documents.
- Next, click “Send Invitation(s)/Submit Agreement” at the bottom of the page to finalize the document.

A Note on Signature Dates:

- Once school has started, the HST signature date needs to be within 24 hours of the learning coach/student signature date.
- Before school starts the 24 hour window is not in effect.

x2



The image shows a digital signature form with a large, light gray watermark that reads "Teacher Sign Here". The form has a yellow border and a small blue icon in the top right corner. Below the main signature area, there are two input fields: "Supervising Teacher Name:" and "Signature Date". The "Signature Date" field contains the text "06/23/2020".

Supervising Teacher Name:	Signature Date
<input type="text"/>	<input type="text" value="06/23/2020"/>

Signing & Archiving ISAs - Final Thoughts

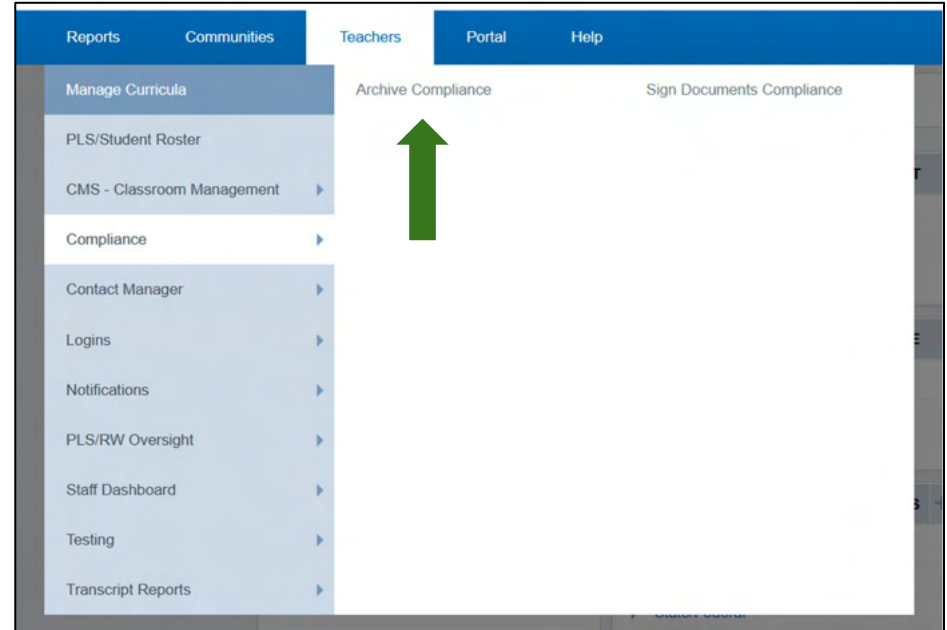
Accuracy matters, so before you click “archive” for any ISA, make sure you do a final accuracy check:

- Does the ISA you are about to archive have six signatures, two each from the learning coach, the student, and you?
- Are all names typed beneath their signatures?
- Are all signatures dated?

Verifying That All ISAs Are Completed

It's important to keep track of your signed ISAs and make sure they are all completed.

To view a report of which ISAs have and have not been completed return to “Compliance” in the “Teacher” menu and select “Archive Compliance”



Verifying That All ISAs Are Completed (cont.)

To run the report for your ISAs set the following parameters:

- **School Year:** 2020-2021
- **Range:** Entire School Year
- **Report Title:** StudentMA
- **Include Students With:** --or without Archive Reports
- Then click "Generate Report"

Archive Compliance Report and Document Status List

Edit Report Reqs

Archive Compliance Report and Document Status List

[Edit/Add Requirements](#)

▼ Filter Options

Communities

0 Selected (defaults to all including no designation)

School Year

2019 - 2020

Educational Program

0 Selected (defaults to all)

School Track

-- All Tracks --

Staff

-- All Staff --

Range

(Entire School Year) 08/20/2019 - 06/11/2020

08/20/2019



thru

06/11/2020



▼ Other Options

Report Title

StudentMA

Include Students With

-- or without Archived Reports --

Generate Report

Verifying That All ISAs Are Completed (cont.)

Just like with your roster, the archive compliance report system colors the rows of student data to let you know their status. You can find a legend at the top of the report page.

Admin Reports Communities Teachers Portal Help

Type to quick page find

Archive Compliance Report and Document Status List

Edit Report Reqs

Archive Compliance Report and Document Status List

[Edit/Add Requirements](#)

▸ Filter Options

Export CSV

Generate Report

Reporting on Report Title **StudentMA** with students having **all statuses**

Report criteria: Range: (Entire School Year) 08/20/2019 - 06/11/2020, 2019 - 2020

Generated on: Tue, Jun 23, 2020 - 6:49 pm



Legend for Approval Process	
	File underwent approval and marked 'accepted'.
	File underwent approval and marked 'skipped'.
	File has not yet undergone approval.
	File has undergone approval and marked 'rejected'.
	No files have been submitted.
	Student not enrolled at this time.

Show Documents with School Period Specified






Show/Hide All Document Details

Verifying That All ISAs Are Completed (cont.)

The color coding appears in the far right -hand column of the report.

- Rows that are gray are students that still need you to archive a signed ISA.
- Rows that are yellow or green are students who you have completed the ISA process for.
- Rows that are red have been flagged by the S AA and need you to fix something.

Report Title: StudentMA

Student		2019 - 2020
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	Staff Association 08/26/2019 - present [Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	[Enrollment History] [View all Documents]	Accept 1/1  
[Redacted]	Staff Association 08/22/2019 - present [Enrollment History] [View all Documents]	Accept 1/1  