Creating & Sending ISAs
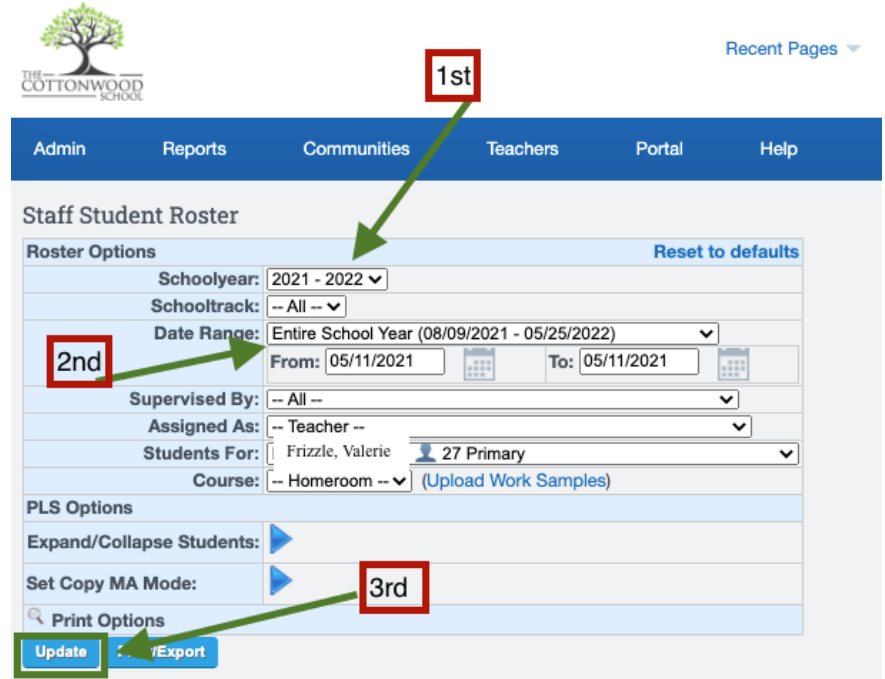
- Go to your roster.

- Adjust the Date Range for the entire year, then click "update".

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 Expand/Collapse Students at the top.

One student:

All students:

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.

Creating & Sending ISAs (cont.)

- Next, click on the "Reports" tab for the student.

- Then click on "Independent Study Agreement"

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: ☑ ⬅
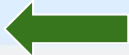
Return To Student   **Set from Staff Defaults**   **Save Master Agreement (and Archive or Print)**

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 ▮▮▮▮▮▮▮▮▮   x

Contract Term: Full Year 2019 - 2020

◉ **Use / Update Existing MA Instance:**

ORIGINAL - Version 1 (Default) Track: A ⌄

○ **Create New MA Instance (new default):**

Cancel → **Archive** **Print**

→ **Save Settings**

☐ 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:
Student Number:
Address:
Location:
1st Phone Number:
DOB:
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:
Grade Level: 5
School for Classroom Option:

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:
Student Number:
Address:
Location:
1st Phone Number:
DOB:
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:
Grade Level: 5
School for Classroom Option:

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.

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.

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"

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.

Signing & Archiving ISAs (cont.)

- In the "Teacher" menu, selected "Compliance".
- Then select "Sign Document Compliance".
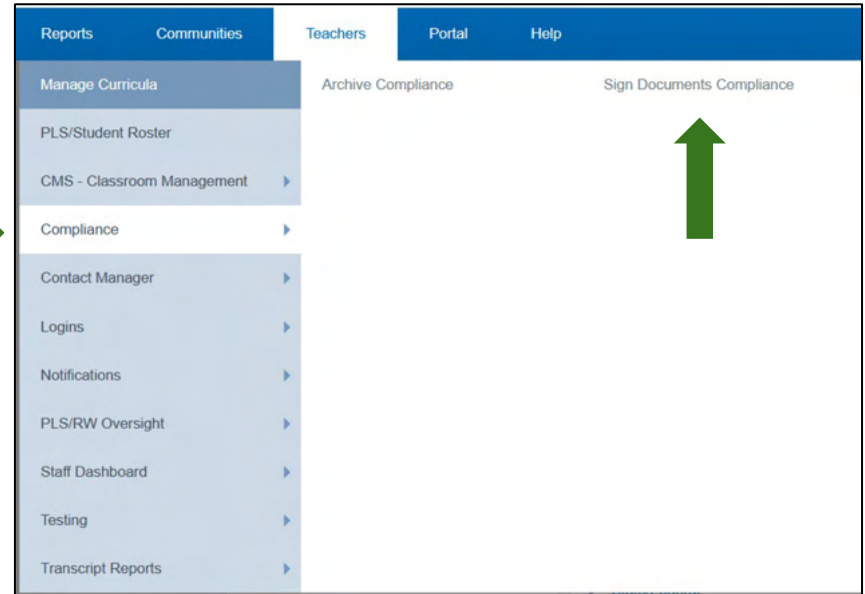
Signing & Archiving ISAs (cont.)

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.

Admin	Reports	Communities	Teachers	Portal	Help	Type to quick page find

School Year: 2019 - 2020

Display

Documents that ▓▓▓▓▓▓▓ needs to sign for 2019 - 2020

✔ There is nothing that you need to sign.

▓▓▓▓▓▓▓ s **Documents that need to be signed by others for 2019 - 2020**

✖ 06/23/2020 11:14 am ▓▓▓▓▓▓▓.pdf Student: ▓▓▓▓▓ ▶ 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.

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

Teacher Sign Here

Supervising Teacher Name:

Signature Date
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"
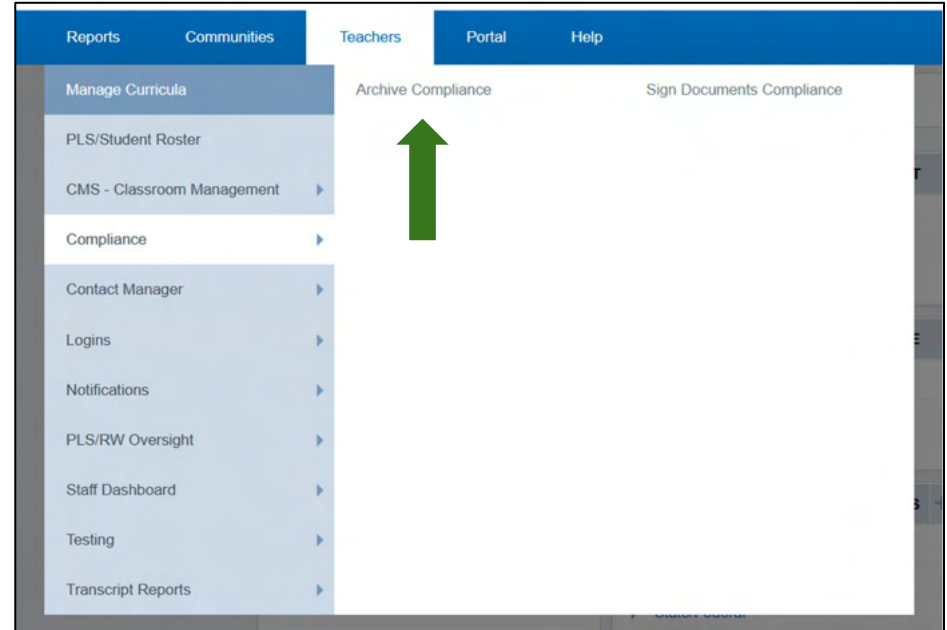
Verifying That All ISAs Are Completed (cont.)

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) ▼

Educational Program
0 Selected (defaults to all) ▼

Staff
-- All Staff -- ▼

School Year
2019 - 2020 ▼

School Track
-- All Tracks -- ▼

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
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
Staff Association 08/26/2019 - present [Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
[Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕
Staff Association 08/22/2019 - present [Enrollment History] [View all Documents]	Accept ⌄ 1/1 🔍➕