



Independent Study Agreement Addendums

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Independent Study Agreement Addendums



1. 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.



THE COTTONWOOD SCHOOL

**The Cottonwood School
Independent Study Agreement**

Student: [REDACTED]
Student Number: [REDACTED]
Address: [REDACTED]
Location: [REDACTED]
1st Phone Number: [REDACTED]
DOB: [REDACTED]
Program Placement: College and Career

Contract Term: Full Year
Beginning Date: 08/14/2023
End Date: 05/23/2024
Year: 2023 - 2024
2nd Phone Number:
Grade Level: 12
School for Classroom Option: Rocklin Unified

Objective:
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 and grade level standards as outlined in the program’s subject/course descriptions, and that is substantially equivalent to in-person instruction. For high school pupils, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. 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
English 12A	English	5 Credits
English 12B	English	5 Credits
Consumer Math A	Mathematics	5 Credits
Consumer Math B	Mathematics	5 Credits
Chemistry A	Physical Science	5 Credits
Chemistry B	Physical Science	5 Credits
Driver Training	Electives	2.5 Credits
Physical Education 12A	Electives	5 Credits
Physical Education 12B	Electives	5 Credits
Workplace Skills and Experience A	Electives	5 Credits

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.

Required to report to their teacher as scheduled:
Manner of Reporting: One-on-One, Email, Online, Phone. Time: 8:00AM- 4:30PM (Pacific) Day: M-F. Frequency: At least once every 20 days. Duration: Full Year. Location: Virtual or In-Person.

Creating ISA Addendums

Sign Document Select Language

Check All:
 A (1 found)
 B (1 found)
 C (1 found)
 D (1 found)

**The Cottonwood School
Independent Study Agreement Addendum**

Student: [Redacted] Contract Term: Full Year
 Student Number: [Redacted] Beginning Date: 08/14/2023
 Address: [Redacted] End Date: 05/23/2024
 Location: [Redacted] Year: 2023 - 2024
 1st Phone Number: [Redacted] 2nd Phone Number: [Redacted]
 DOB: [Redacted] Grade Level: 03
 Program Placement: General Education ELEM School for Classroom Option: San Juan Unified

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

The following shows an update to the current courses this student Assignment and Work Record forms will include additional description courses of study covered by this agreement including evaluation of stu "Course Value" (CV) refers to the number of credits (secondary educa student will attempt. Student and Supervising Teacher Signatures ARE

The purpose of this addendum to the original master agreement is Teacher.

The purpose of this addendum to the original master agreement is stakeholders who provide direct instruction for this student. Student a required for this purpose.

The purpose of this addendum to the original master agreement is to reflect a correction in the student's initially identified grade level fo Student's Grade Level, or

The purpose of this a reflect a correction in the student's initially identified grade level for this school year.

Schedule	Category	Course Value
Mathematics 3	Mathematics	36 Weeks
Language Arts 3	Language Arts	36 Weeks
Social Studies 3	History/Social Science	36 Weeks

- ### 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
 - SIS will send Grade Level Change
- Signatures: (ONLY needed for options A and B)**
 1st signature: student
 2nd signature: parent
 3rd signature: teacher

Showing 34 students

#	Name	Local ID	Student #	Grade	District ID	AL	Student Activity				
							05/19	05/22	05/23	05/24	05/25
1	[Redacted]	[Redacted]	[Redacted]	03			[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

Courses Reports Links Student Dashboard

Semester 1 (Fall) (2023 - 2024) A Progress Report 1 (2023 - 2024)

Reports Report Card **Master Agreement** Content Teacher MAAddendums

Learning Period	Quick Print		Attendance	Note
	Work Summary	AWR		
[1] 08/14/2023 - 09/15/2023	[Icon]	[Icon]	[Icon]	[Icon]
[2] 09/18/2023 - 10/27/2023	[Icon]	[Icon]	[Icon]	[Icon]
[3] 10/30/2023 - 12/08/2023	[Icon]	[Icon]	[Icon]	[Icon]
[4] 12/11/2023 - 01/05/2024	[Icon]	[Icon]	[Icon]	[Icon]

- ### Steps to Create ISA Addendum
- Click **Teachers Tab**
 - Click **PLS/Student Roster**
 - Click **Blue Arrow** by Student Name
 - Select **Reports Tab** and click on **Master Agreement**



Admin Reports Communities Teachers Portal Help



[Redacted Name]

[Redacted Address]

Grade
03

Local ID
[Redacted]

Gender
F

Date of Birth
[Redacted]

Enrolled
05/26/2023 - 08/13/2023

Select Report Type: Master Agreement

For staff member: Master Agreement

MA Addendum

Start Date: [Date Picker]

Finish Date: [Date Picker]

Select Reporting Period: Semester 1 (Fall) A (2023 - 2024)

Print as Full Year:

Print and Archive ISA Addendum

1. Choose **MA Addendum** in **Select Report Type** drop-down.
2. **For Staff Member** set as **default**.
3. Adjust **Select Reporting Period** if need be (default Semester 1 and school year).
4. **Print as Full Year** needs to be **checked**.
5. Click **Save Master Agreement (and Archive or Print)**.
6. Click **Archive**.

Return To Student

Set from Staff Defaults

Save Master Agreement (and Archive or Print)

School Default Settings have been set. Only highlighted fields may be changed.



Save Master Agreement for [Redacted]
Contract Term: Full Year 2023 - 2024

Use / Update Existing MA Instance:

ORIGINAL - Version 1 (Default) Track: A

Create New MA Instance (new default):

[Redacted]

Cancel Save Settings **Archive** Print


Other Options

Sending ISA Addendums

I have read and I understand the terms of this agreement, and agree to all provisions set forth.


*Student
Sign Here*

Student Name: Signature Date 06/12/2023

 Invite staff to sign Invite email address:

*Parent
Sign Here*


Parent/Guardian/Caregiver Name: Signature Date 06/12/2023

 Invite staff to sign Invite email address:

Teachers please sign later after receiving "contract complete" email.

Teacher Name: Signature Date 06/12/2023

If checked, an eSignature will be produced to represent my legal signature on this document.

 Invite staff to sign Invite email address:

ISA Signature Boxes

Click on parent and student **Invite Email Address** boxes to add the primary **parent's email address**.

For the teacher's **Invite Email Address** box, leave blank. The addendum will automatically be sent to assigned teacher's email address. Once done, click **Send Invitation(s)/Submit Agreement**.

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

1. Click on the **link in the email** to view ISA Addendum.
2. Teacher will sign in the third signature box **AFTER** parent and student have signed.
3. Click **Send Invitation(s)/Submit Agreement** after signing.
4. Once complete, you will receive an email from noreply@plsis.com about the completed contract and to **finalize it**.

MARIG

06/21/2023

Student Name: Marie McDoogley

Signature Date

G. McDoogley

06/21/2023

Parent/Guardian/Caregiver Name: Georgia McDoogley

Signature Date



Teacher Name: Signature Date

If checked, an eSignature will be produced to represent my legal signature on this document.

Other Signature

Date

The Cottonwood School
Acknowledgement of Responsibilities

The Cottonwood School <noreply@plsis.com>
to me ▾

A contract has been completed and you need to finalize it!

[Click here to sign](#)



Reply

Forward

Get link

Reviewing Completed ISA Addendums

Two options to review the completion of the ISA Addendums

Option 1

1. Select the **Teachers** tab.
2. In the drop-down menu, click **Compliance**.
3. Click **Sign Documents Compliance**.
4. Choose the teacher name in the **Staff** drop-down menu.
5. **Adjust** School Year and Enrollment Range tabs for current school year.
6. Click **Display**.

The screenshot shows the Cottonwood School website navigation menu. The 'Teachers' tab is selected, and the 'Compliance' option is highlighted in the dropdown menu. The 'Sign Documents Compliance' link is circled in red. A red arrow points to the 'Teachers' tab, and another red arrow points to the 'Compliance' option in the dropdown menu.

The screenshot shows the 'Sign Documents Compliance' page. The 'Staff' dropdown menu is open, and the 'School Year' is set to '2023 - 2024'. The 'Display' button is circled in red. A red arrow points to the 'Staff' dropdown menu, and another red arrow points to the 'School Year' dropdown menu. A third red arrow points to the 'Display' button.

▼ [Redacted] Documents that need to be signed by others for 2023 - 2024

▼ Student Master Agreement

Expand	Created	Student	Action	Delete
▶	05/08/2023 08:45 am	[Redacted]	Invite others	

Status	Invitee	Resend	Select for Mass Resend	Delete
✓	[Redacted]		<input type="checkbox"/>	
✓	[Redacted]		<input type="checkbox"/>	
✓	[Redacted]			
✓	[Redacted]		<input type="checkbox"/>	
✓	[Redacted]		<input type="checkbox"/>	
✓	[Redacted]			

Option 1 (Continued)

7. Locate student's ISA addendum in list.
8. Ensure **check marks** are all **green**. **Red** check marks indicate missing signatures.

To **resend an ISA** from this page to one invitee, you can click the **envelope** as seen in number one. For mass resends on the **same** ISA, you can select the boxes by the invitees' email address seen in number 2.

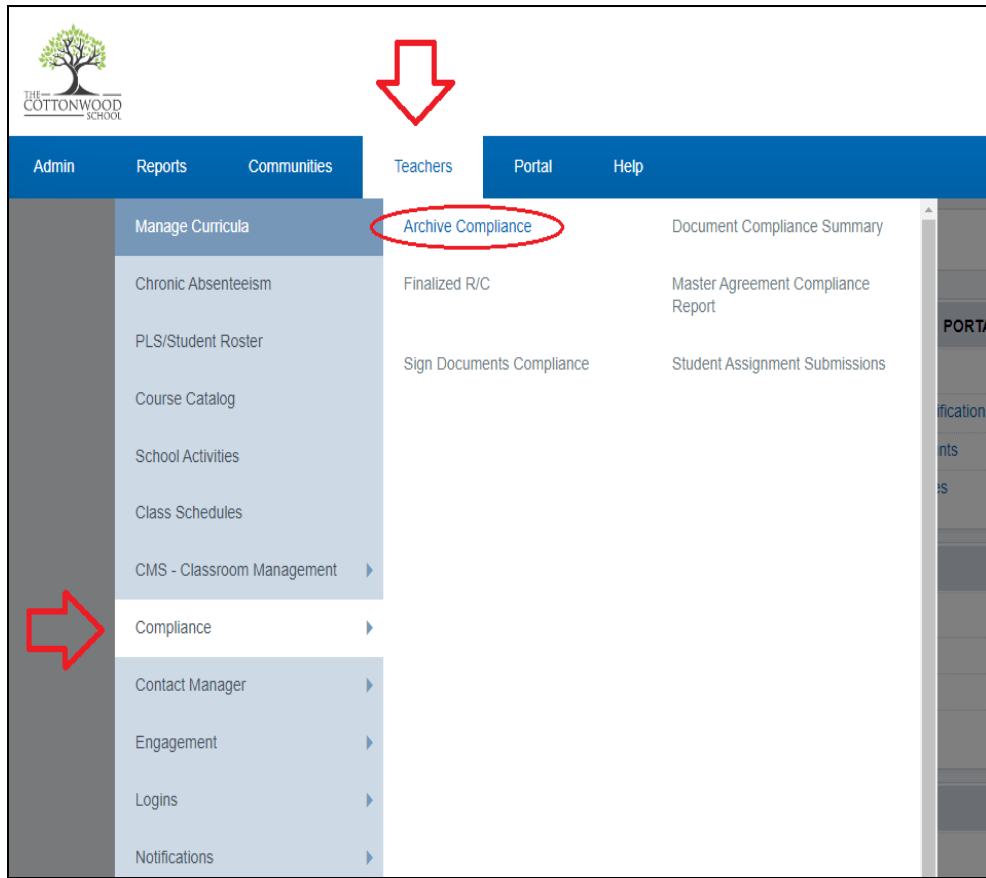
Resend	Select for Mass Resend
1.	<input type="checkbox"/> 2.
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Check All

If **multiple ISAs** need to be resent to **different** invitees, the **Resend to all Checked** button can be used. Be sure to click **Check All** before clicking the resend all button.

Option 2

1. Begin by clicking on the **Teachers** tab.
2. Select **Compliance** in the drop-down menu.
3. Click **Archive Compliance**.
4. Adjust Filter Options:
 - a. **School Year**: 2023-2024 (or school year at time of search)
 - b. **Range**: Entire School Year
 - c. **Report Title**: Student MA Addendum
 - d. **Staff**: Teacher Name
5. Click **Generate Report**



The screenshot shows the navigation menu for Cottonwood School. The 'Teachers' tab is active. A dropdown menu is open under 'Teachers', and the 'Compliance' option is selected. A red arrow points to the 'Archive Compliance' link within this dropdown menu.

Archive Compliance Report and Document Status List

Edit/Add Requirements

Filter Options

Communities

0 Selected (defaults to all including no designation)

Supervised By

-- Any --

School Year

2023 - 2024

Other Options

Report Title

StudentMAAddendum

School Types

0 Selected (defaults to all)

Staff

[Redacted]

Range

(Entire School Year) 08/14/2023 - 05/23/2024

08/14/2023



thru

05/23/2024



Generate Report

The ISA addendum has been successfully archived if you see a yellow “Unapproved” label indicating the status of the agreement. You can view the document by clicking on the [magnifying glass](#). **Please note teachers will not be able to approve ISA addendums.** This action is reserved for the teacher’s SIS Compliance Specialist. If you have any questions or concerns about an unapproved ISA, please contact your SIS Compliance Specialist.

