



## 9-12 Independent Study Agreements


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# Independent Study Agreements

## What is an Independent Study Agreement?

- The **Independent Study Agreements (ISA)** is an agreement between TCS, the parent/guardian, and the student. This document is **required** by the state for admission into TCS.
- The ISA lists all the courses the student plans to take for the relevant school year (changes can be made with an addendum if needed for a high school student).
- Completing the ISA is important because TCS cannot officially enroll a student and start collecting ADA for them until one is signed.
- New and returning students must sign an ISA prior to the start of each year.



### 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.

# Checking For High School Classes

- Before creating a 9–12 ISA, please make sure the High School Counseling Team has generated a schedule for the student. To check if classes have been added, follow these steps:

## Steps to Checking for Classes

1. Click **Teachers Tab**
2. Click **PLS/Student Roster**
3. Select **Entire School Year** for Reporting Period
4. Hit **Search**.
5. Click **Blue Arrow** by Student Name
6. Select **Courses Tab**.

Student Roster Reset to Defaults

School Year: 2023 - 2024      Track: (Any)      **Reporting Period**: Entire School Year (08/14/2023 - 05/23/2024)

Date Range: 08/14/2023 through 05/23/2024      Teacher of Record: [Redacted]

Staff Position: (Primary)      Course: (Homeroom)

More Options    Print / Export

Search    Upload Work Samples    PLS Billing Report

Search By Date Range

- Entire School Year (08/14/2023 - 05/23/2024)
- Track A: Semester 1 (Fall) (08/14/2023 - 12/20/2023)
- Track A: Progress Report 1 (08/14/2023 - 12/20/2023)
- LP 1 (08/14/2023 - 09/15/2023)
- LP 2 (09/18/2023 - 10/27/2023)
- LP 3 (10/30/2023 - 12/08/2023)
- LP 4 (12/11/2023 - 01/05/2024)
- Track A: Semester 2 (Spring) (01/08/2024 - 05/23/2024)

- After following these steps, you can see below in the example the student has uploaded classes and is ready for an ISA. Proceed to Creating 9-12 ISAs (page 5) for instructions on creating the ISA.

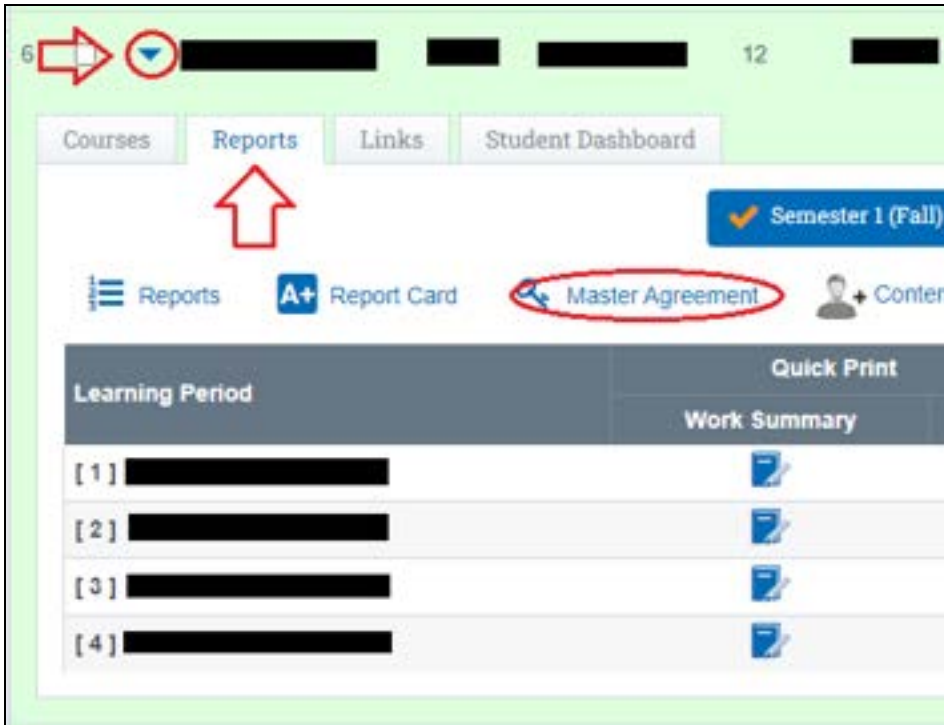
The screenshot shows a web application interface for a student. At the top, there is a navigation bar with tabs for 'Courses', 'Reports', 'Links', and 'Student Dashboard'. The 'Courses' tab is selected and highlighted with a red arrow. To the right of the tabs, there is a blue button with a checkmark and the text 'Semester 1 (Fall) (2023 - 2024) A'. Below the navigation bar, there is a table of classes. The table has a header 'Class' and contains the following entries:

Class	
English 11A (9107E11AAG:S1.15368)	
TCS English 11 (2019)	
U.S. History A (9173USAAG:S1.15368)	
TCS United States History (2019)	
Spanish II A (9131SP2AAG:S1.15368)	
TCS Online Foreign Languages Courses (2019)	
Visual Arts A (9000VIAAG:S1.15368)	
TCS Online Visual and Performing Arts Courses (2019)	
Physical Education 11A (9316PH11A:S1.15368)	
TCS Physical Education (2019)	

At the bottom of the table, there is a blue button labeled 'Add Class'.

- If the **Courses tab** is missing classes, please **do not** generate an ISA. Generating an ISA with no classes listed will lead to a blank, incomplete ISA that will not be approved by the SIS Compliance Team. Please reach out to the **High School Counseling Team** for further assistance in adding classes.

# Creating 9-12 ISAs



## Steps to Create an ISA

1. Click **Teachers Tab**
2. Click **PLS/Student Roster**
3. Click **Blue Arrow** by Student Name
4. Select **Reports Tab** and click on **Master Agreement**

A screenshot of a student information form. At the top left is a person icon. To its right are several redacted fields. Below these are 'Grade 12', 'Gender F', and 'Date of Birth' (redacted). Below the student information is a light blue box containing report configuration options. 'Select Report Type:' is set to 'Master Agreement' (indicated by a red arrow). 'Select Report Version' is 'Version 1 - Default'. 'For staff member:' is a dropdown menu. 'Start Date:' and 'Finish Date:' are input fields with calendar icons. 'Select Reporting Period:' is set to 'Semester 1 (Fall) A (2023 - 2024)' (indicated by a red arrow). 'Print as Full Year:' is checked (indicated by a red arrow).

## Print and Archive ISA

1. Choose **MA Agreement** 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 User Staff Defaults

Save Master Agreement (and Archive or Print)



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



### Save Master Agreement Settings

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):

Archive

Print

Cancel / Continue

Cancel

Save Settings

# Sending 9-12 ISAs

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 email address:

*Parent  
Sign Here*

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

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 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 ISA will automatically be sent to the assigned teacher's email address. Once done, click **Send Invitation(s)/Submit Agreement**.

# Receiving 9-12 ISAs

MARIG

06/21/2023

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Student Name: Marie McDoogley      Signature Date

G. McDoogley

06/21/2023

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Parent/Guardian/Caregiver Name: Georgia McDoogley      Signature Date

Teacher Name:       Signature Date: 06/21/2023

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

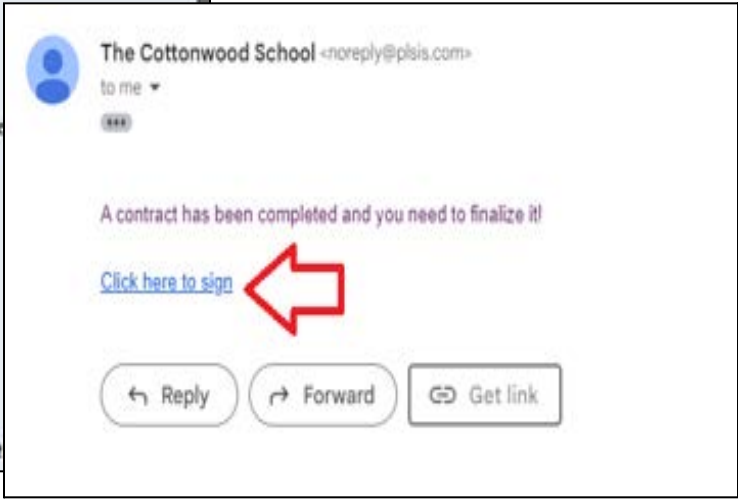
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Other Signature      Date



**The Cottonwood School  
Acknowledgement of Responsibility**

- Steps for Signing for Teachers**
1. Click on the **link in the email** to view ISA.
  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](mailto:noreply@plsis.com) about the completed contract and to **finalize it**.



# Reviewing Completed 9-12 ISAs

*Two options to review the completion of ISAs*

## 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 Schools website navigation menu. The 'Teachers' tab is selected, and the 'Compliance' option is highlighted in the dropdown menu. The 'Sign Documents Compliance' option 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. The 'Enrollment Range' is set to '(Entire School Year) 08/14/2023 - 05/23/2024'.

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

**Option 1 (Continued)**

1. Locate student's ISA addendum in list.
2. 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
[Envelope]	<input type="checkbox"/> 2.
[Envelope]	<input type="checkbox"/> 1.
[Envelope]	<input type="checkbox"/>
[Envelope]	<input type="checkbox"/>

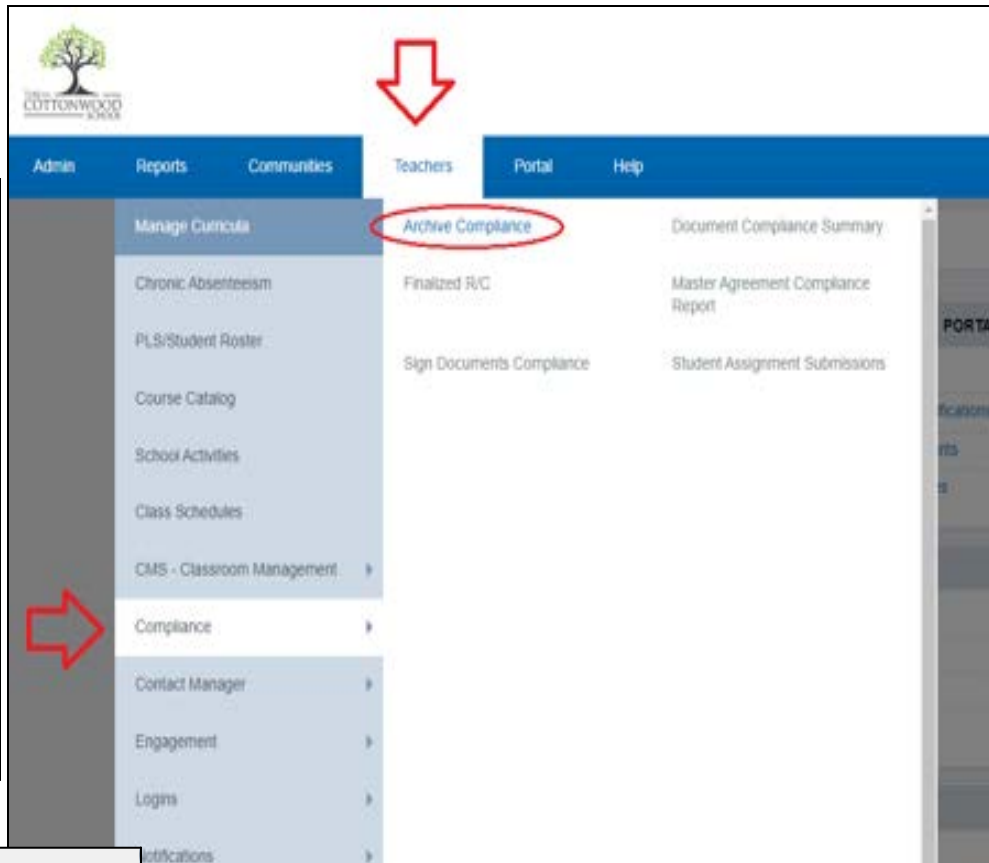
Check All

**Resend to all Checked**

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**: StudentMA
  - d. **Staff**: Teacher Name
5. Click **Generate Report**



### 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**

StudentMA ▼

**School Types**

0 Selected (defaults to all) ▼

**Staff**

▼

**Range**

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

08/14/2023 [calendar icon] thru 05/23/2024 [calendar icon]

**Generate Report**

An independent study agreement 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 ISAs.** 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.

