



TK-8 Independent Study Agreements


Independent Study Agreements	2
Creating ISAs	3
Sending ISAs	5
Receiving ISAs	6
Reviewing ISAs	7



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.

Creating TK-8 ISAs

***Note:** TK-8 students will automatically have classes added at enrollment/return from previous years. See "How to Generate 9-12 ISAs" for high school students.

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]

Navigation: Courses, **Reports**, Links, Student Dashboard

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

Reports Report Card **Master Agreement** Content Teacher MA Addendums

Learning Period	Quick Print			
	Work Summary	AWR	Attendance	Note
[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 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**

THE COTTONWOOD SCHOOL DISTRICT

Admin Reports Communities Teachers Portal

[Profile Picture] [Redacted Name] - [Redacted] Grade 08

[Redacted Address]

Date of Birth [Redacted] Enrolled (N/A) -

Select Report Type: Master Agreement

For staff member: Master Agreement

Start Date: [Calendar Icon]

Finish Date: [Calendar Icon]

Select Reporting Period: Semester 1 (Fall) A (2022 - 2023)

Print as Full Year:

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 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 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](#)

Other Options

[Cancel](#)

[Save Settings](#)

Sending TK-8 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 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**.

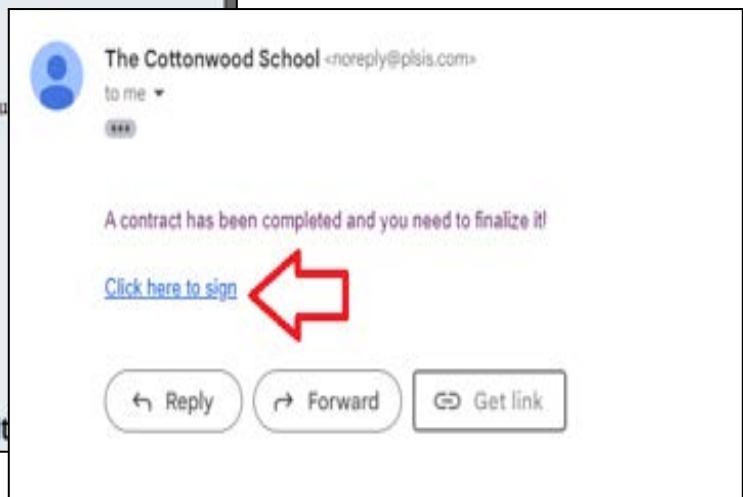
For the teacher's **Invite Email Address** box, **leave blank**. The ISA will automatically be sent to the assigned teacher's email address. Once done, click **Send Invitation(s)/Submit Agreement**.

Receiving TK-8 ISAs

- Parent will receive an email from TCS requesting them to sign the ISA; once student and parent have signed, teacher will receive an email link as below:

The screenshot shows a digital form for signing an ISA. It includes fields for Student Name (Marie McDoogley), Parent/Guardian/Caregiver Name (Georgia McDoogley), and Teacher Name (with a red circle around the input field). There are signature boxes with handwritten signatures and signature dates (06/21/2023). A 'SIGN IT!' button with a red arrow is visible. At the bottom, there is a checkbox for eSignature and a section for 'Other Signature' and 'Date'. The footer includes the Cottonwood School logo and the text '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 about the completed contract and to **finalize it**.

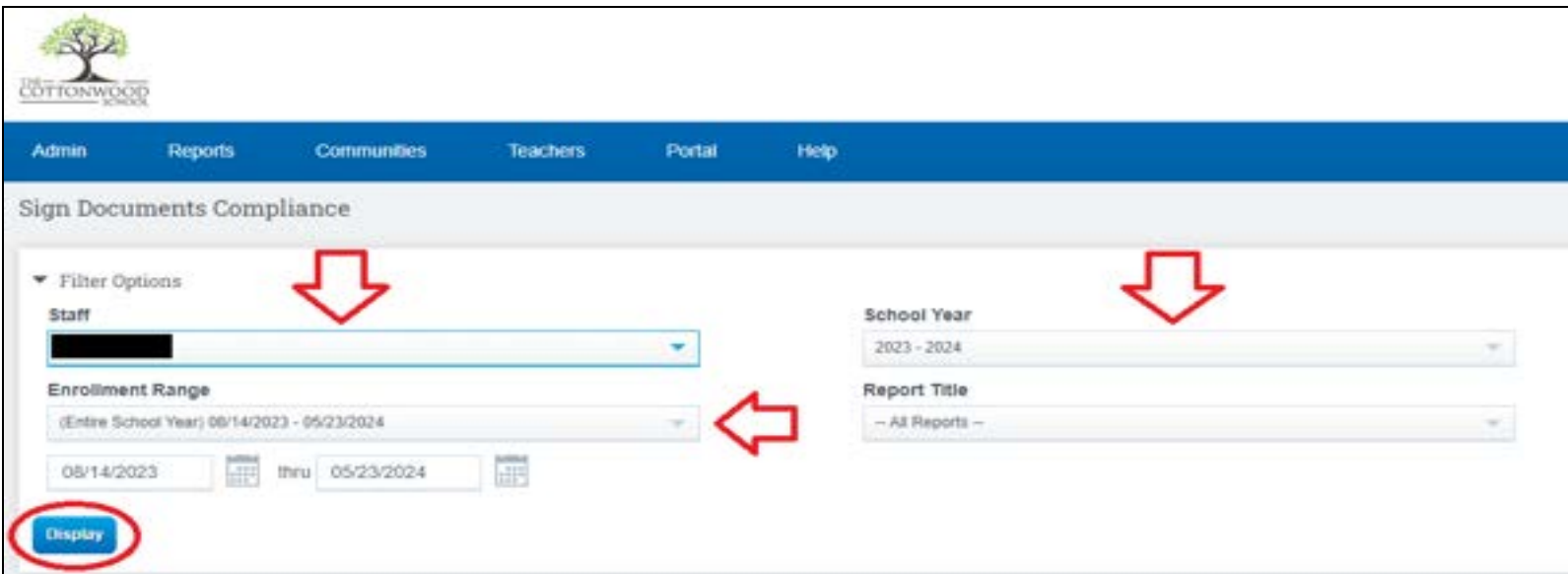
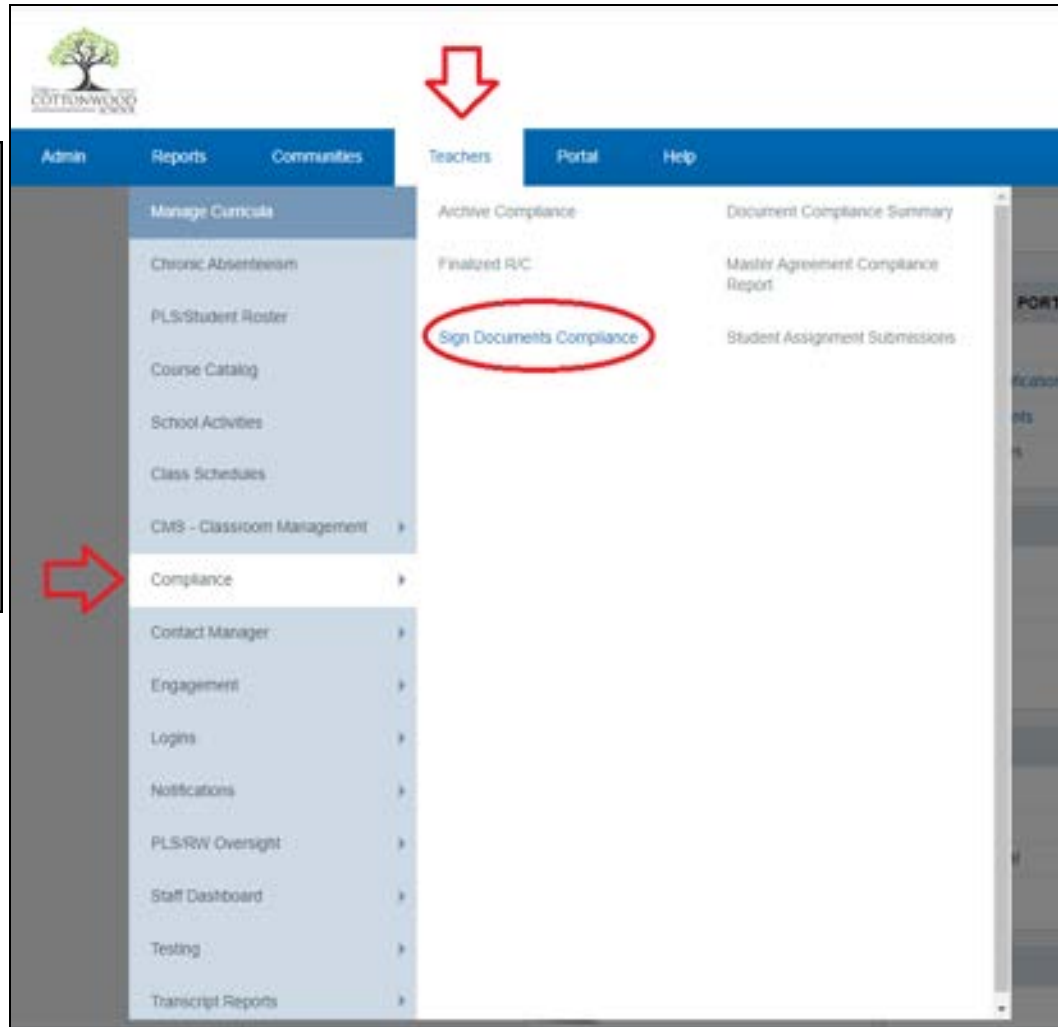


Reviewing Completed TK-8 ISAs

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**.



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		invite others	
Status	Invitee	Resend	Select for Mass Resend	Delete
✓			<input type="checkbox"/>	
✓			<input type="checkbox"/>	
✓				
✓			<input type="checkbox"/>	
✓			<input type="checkbox"/>	
✓				

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
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1. (points to first envelope icon)

2. (points to first checkbox)

← (points from right to the checkboxes)

Check All

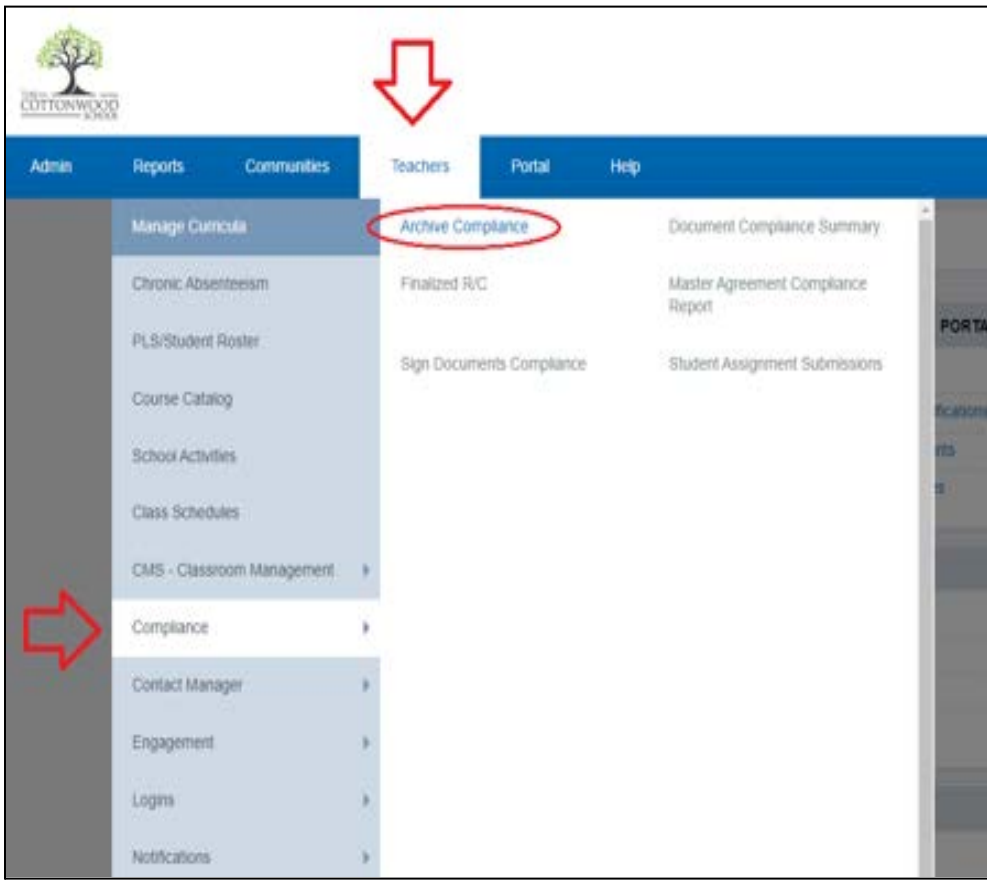
Resend to all Checked

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

[Redacted]

Range

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

08/14/2023 thru 05/23/2024

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.

