

Independent Study Check List

Student Name _____ Date of Travel _____

Office Initials	Steps for Attendance Clearance																								
1.	Pick up Independent Study paperwork in the office. 1. Independent Study Contract 2. Assignment Logs – one for every class																								
2.	Copy of Independent Study Contract, Assignment Logs, and assignment worksheets turned into office before travel.																								
3.	Copy of all assignments completed turned into the office before the teacher by: <ul style="list-style-type: none"> One day of Independent Study – due upon first day return to school Two days of Independent Study – due within two days of return to school Three to Ten days of Independent Study – due within three days of return to school 																								
4.	Return form with percent work completed for each class by one week of return. The percent work completed determines attendance credit. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">% Work Completed</th> <th style="width: 45%;">Class</th> <th style="width: 40%;">Teacher Signature</th> </tr> </thead> <tbody> <tr><td> </td><td>1.</td><td> </td></tr> <tr><td> </td><td>2.</td><td> </td></tr> <tr><td> </td><td>3.</td><td> </td></tr> <tr><td> </td><td>4.</td><td> </td></tr> <tr><td> </td><td>5.</td><td> </td></tr> <tr><td> </td><td>6.</td><td> </td></tr> <tr><td> </td><td>7.</td><td> </td></tr> </tbody> </table>	% Work Completed	Class	Teacher Signature		1.			2.			3.			4.			5.			6.			7.	
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	1.																								
	2.																								
	3.																								
	4.																								
	5.																								
	6.																								
	7.																								

$$\begin{array}{ccccccc}
 \text{Attendance} & & & & & & \\
 \text{Credit} & = & \frac{\% \text{ total work completed}}{\% \text{ total work possible}} & \times & \frac{\text{No. of days}}{\text{traveling}} & = & \text{No. of days} \\
 & & & & & & \text{attendance} \\
 & & & & & & \text{credit}
 \end{array}$$