

## Village Charter School Independent Study Request Form

We encourage families to schedule trips during school breaks so students will not miss important lessons and shared experiences with their class during their absence. When a student must miss school because of family obligations or illness, the teacher can provide assignments to guide learning while the student is absent from class. This agreement assumes that the student is engaged in an educational activity for each school day absent. Please be aware that it is impossible for the teacher to provide the same experience that your child would have had at school. No independent study agreement shall be valid for any period longer than 45 days.

### Independent Study Process

1. Request an Independent Study (IS) at least three (3) school days prior to the expected absence.
2. The office will prepare the Independent Study Agreement Form and give to the teacher and IS administrator to prepare the assignment and approve the request. This form must be signed by a parent/guardian and the student prior to the commencement of the IS.
3. When your child returns to school give the completed Independent Study work to your teacher. The work must be received within five (5) days of the last day of independent study.

Date	
Student's Name	
Teacher	
Grade	
Parent's Name	
Phone Number	
Away Dates	From:    /    /                      To: :    /    /
Number of Days	
Reason for Absence:	