

SHORT-TERM INDEPENDENT STUDY (STIS)

Short-Term Independent Study (STIS) is available when students will be absent from 1-15 days maximum. The school site will complete a contract with parents/guardians and assign curriculum to be completed by the student and by the agreed upon return date. PSD student in grades TK-8th grade are eligible.

- Parents/Guardians must request STIS 3 to 5 days prior to the expected leave date for staff to have adequate time to approve the request and prepare the work packets for students.
- Please either call the school main office, email your child's teacher or the school secretary.
- Please type Short-Term Independent Study Contract Request in the subject line of your email, so you can receive a response in a timely manner.
- Email must include the following information: name of student, grade level, teacher, leave and return dates – must be exact dates, best contact number, reason for STIS request must be provided

Once received, the office will prepare the contract, and the principal will make their decision regarding the request. If approved, the parents/guardians will be notified and provided with more information regarding next steps. Please call the school main office for more information.

Students must return all completed assignments to the designated school staff on their first day back. Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that may cause them to miss school for long periods. Students who complete their approved Independent Study receive academic credit for their work and credit for attendance which avoids state-mandatory truancy status for chronic absenteeism.

Step 1: Request STIS

Step 2: Sign STIS contract

Step 3: Pick-up work packet

Step 4: Students complete the work packet

Step 5: Return completed work to school

Step 6: Student receives academic credit & their attendance is adjusted

