



Today's Date (Drop Date): \_\_\_\_\_ Term End Date: \_\_\_\_\_

To the Parent/Guardian of (Student Name): \_\_\_\_\_

Your son/daughter is withdrawing more than two weeks prior to the end of our semester/term. We understand that the timing of this move may be beyond your control and in order for your student to receive semester grades from **SCHOOL**, an **Independent Study Contract** is being initiated. The following steps must be completed in order for your student to receive semester grades. Please note that if the contract is not completed **BY: DUE DATE**, your student will only receive **transfer grades**. It will be up to the receiving school whether they can or will accept these transfer grades as semester credit.

1. Short Term Master Agreement signed by parent and student at least 5 days prior to last day of attendance.
2. Independent Study Assignment Contract filled out and signed by each teacher. Completed forms must be returned to **SCHOOL Attendance Office** prior to students last day of attendance. Copies of assignment contract will be given to student.
3. Work must be completed and returned via email or fax prior to or on the 10<sup>th</sup> day\* from the end of the semester in order for the teacher to be able to grade assignments and issue semester grades.

Parent Printed Name: \_\_\_\_\_ / Parent Signature: \_\_\_\_\_

**I have read the above and I understand that my student, upon completion of the Independent Study Contract, will receive semester grades.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read the above and I understand that upon completion of the Independent Study Contract, I will receive semester grades.**

Printed Name of Staff Accepting Document: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*SDUSD AR 1521; Students who transfer during the last two weeks of a semester shall earn final grades and credits Grade reports may be sent via US mail if the student provides the school office with a self-addressed stamped envelope. Students who leave prior to this time may be issued a report of grades at the time of leaving; these grades are not a part of the student's permanent electronic record as the student has not completed the required minimum 60 hours of instruction for first time credit and is being given transfer grades.*