Independent Study Application Process

1. **Parent meeting**:
   - Site counselor & parent/guardian discuss Independent Study (IS) option
   - Review enrollment deadlines and guidelines below

2. **Apply**:
   - Site counselor or administrator complete Independent Study Application

3. **Department of Online Learning:**
   - Reviews applications quarterly
   - Notifies parent/guardian student and school staff of application outcome via email

2025-2026	Priority Application Window Closes	Outcome Notification	Parent/Student Orientation	Independent Study Start Date
Q1/S1	*Friday 8/28/25*	*Ongoing*	*Ongoing*	*9/5/25 at latest*
Q2	Friday 9/26/25	9/29/25-10/3/25	10/8/25	10/14/25
Q3/S2	Friday 12/5/25	12/8/25-12/12/25	12/17/25	1/5/26
Q4	Friday 2/27/26	3/2/26-3/6/26	3/11/26	3/16/26

Guidelines

- All students remain enrolled at current school until officially enrolled in IS
- Parent and student must attend a scheduled orientation prior to enrollment
- Students are enrolled in 3-4 courses per quarter accounting for 2-6 hours per day of online learning
- All students attend virtual meetings as scheduled by designated Learning Coach
  - High School, 1 time per week
  - Middle School, 2 times per week with daily, live interaction.
- Students are expected to make adequate progress within 9 weeks
  - Progress monitored by Learning Coach and Edgenuity Software
  - Student may be referred back to former site if progress is not made
- Course Offerings 2025-2026

Counselor: Jason Maher   SDUSD Online Learning   **Program Manager:** Diane Conti

Independent Study Program Disenrollment Process

Students **must make adequate progress** over the course of one quarter in order to maintain enrollment. Students and parents/guardians must also be responsive to emails and/or calls within 48 hours. Learning Coaches are expected to maintain weekly communication with parents/guardians regarding all students facing disenrollment. Continued communication offering support must be documented, including notification of potential to return in person.

Criteria for adequate progress includes:
- **Attendance**: an average of 70% or higher within SDUSD attendance cycles
- **Credits**: maintain required credits, per grade level, towards graduation (12, 24, 36, 44)
- **Participation**: weekly synchronous check-ins AND proctored Unit Tests and Exams

Expected Steps:
- **Notification**: Prior to the end of the quarter/semester the Learning Coach notifies the Department of Online Learning that students must be disenrolled due to not making adequate progress despite support.
  - Disenrollment process dates will follow your schools' schedule (quarter versus semester). Department of Online Learning will notify schools of disenrollment by:
    - Q1/S1 Returns: 5/27/25
    - Q2 Returns: 10/07/25
    - Q3/S2 Returns: 12/16/25
    - Q4 Returns: 3/10/26

- **Notification**: Department of Online Learning notifies parent/guardian, student, and school site counselor (include person that submitted application if other than counselor) prior to the start of a quarter

- **Manage Attendance/Schedule:** Department of Online Learning enters attendance and drops independent study courses

- **Meeting/Schedule:** student, parent/guardian and site counselor connect to create in person schedule

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