

Independent Study Setup (California)

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This article walks you through the necessary steps for proper reporting of students in an Independent Study (IS) program. For more information on Independent Study, see the [Department of Education](#) website.

I. Course Setup

Tool Search: Course Information

Create an Independent Study Course. In most long term IS situations, the course will be the subject being taught and the only indication it is an Independent Study course is the individual section of that course.

New courses are created using the [Add Course Wizard](#), or if the school is using Course Masters/Course Catalogs, new courses are created in the [Course Catalogs](#) tool.

The presence or absence of a State Code will determine if the course is going to report to CALPADS.

- **Short Term Independent Study** - When the student is moved into an independent study course for the duration of the contract but stays in his/her homeroom, the State Code field should be blank. This means the course will not be included in CALPADS reports.
- **Long Term Independent Study** - When the student is moved into an independent study course for the entire term/year, the State Code field should be populated so it will be included in CALPADS reports.

Create the necessary **Sections** for the course. A separate section needs to be created for each supervising teacher. The Independent Study checkbox needs to be marked on the Section editor if the section is associated with a course that is included in CALPADS reports (when the course has a state code assigned).

Schedule the Sections into the Homeroom or Attendance Period in all terms in the elementary schools, or in all periods/terms in middle/high schools.

Section Information ☆

2052-1 Engineering Design I Teacher: Staff, Ryan

Scheduling & Courses > Courses > Section Information

Related Tools

Save Delete

Max Students (32)	Lunch Count <input type="checkbox"/> Custom Count 1 <input type="checkbox"/> Skinny Seq	Milk Count <input type="checkbox"/> Custom Count 2	Adult Count <input type="checkbox"/> Custom Count 3
Room 21	Advisory <input type="checkbox"/>	Homeroom <input type="checkbox"/>	
Hide Standards On Portal <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	Charter Non-Core, Non-College Prep <input type="checkbox"/> High Quality CTE Course Indicator <input type="checkbox"/>	
Multiple Teacher <input type="checkbox"/>	Online Course Instruction Type <input type="checkbox"/>	Local Assignment Option Code <input type="checkbox"/>	
Middle School Core Course Indicator <input type="checkbox"/>			
Content Standards Alignment Code			
Primary Teacher Staff, Ryan Teacher Morrison, Odile	Academic Term <input type="checkbox"/>	Program Funding Source <input type="checkbox"/>	
Instructional Strategy <input type="checkbox"/>	EL Instructional Type <input type="checkbox"/>	Language of Instruction Select a Value Distance Learning (Override) <input type="checkbox"/> 0	
Independent Study <input checked="" type="checkbox"/>			

- Modified by: Hasselwander, Amy 06/05/2023 10:05

Independent Student Checkbox Marked on Section Information Editor

II. Attendance Codes

Tool Search: Attendance Code Setup

Create new attendance codes for reporting completed independent study and not completed independent study. The Excuse options do not matter; this selection should be based on school or district policy for independent study attendees.

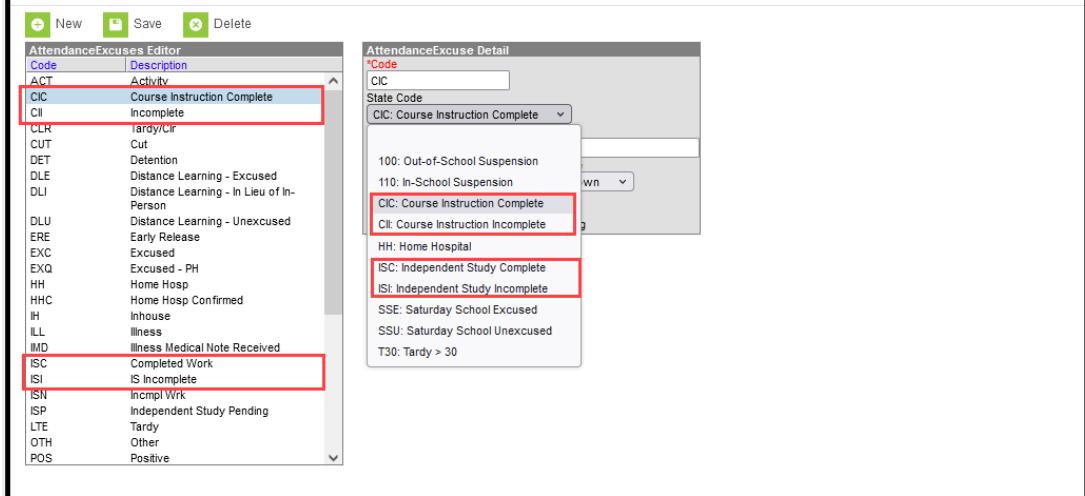
The Code and Description are up to the district; however, the State Code field needs to be one of the following, depending on the code being created:

- **CIC: Course Instruction Complete**, Status: Present
- **CII: Course Instruction Incomplete**, Status: Absent
- **ISC: Independent Study Complete**, Status: Present
- **ISI: Independent Study Incomplete**, Status: Absent

The ISC: Independent Study Complete and CIC: Course Instruction Complete codes are used in state reports.

Attendance Code Setup ☆

Attendance Office > Settings > Attendance Code Setup



The screenshot shows the 'Attendance Code Setup' page. On the left, the 'AttendanceExcuses Editor' table lists various codes and descriptions. The 'CIC' (Course Instruction Complete) and 'ISC' (Independent Study Complete) rows are highlighted with red boxes. On the right, the 'AttendanceExcuse Detail' panel shows a dropdown menu for 'CIC' with options: '100: Out-of-School Suspension', '110: In-School Suspension', 'CIC: Course Instruction Complete' (highlighted with a red box), 'CII: Course Instruction Incomplete', 'HH: Home Hospital', 'ISC: Independent Study Complete' (highlighted with a red box), 'ISI: Independent Study Incomplete', 'SSE: Saturday School Excused', 'SSU: Saturday School Unexcused', and 'T30: Tardy > 30'. The 'ISC' and 'ISI' options are also highlighted with red boxes.

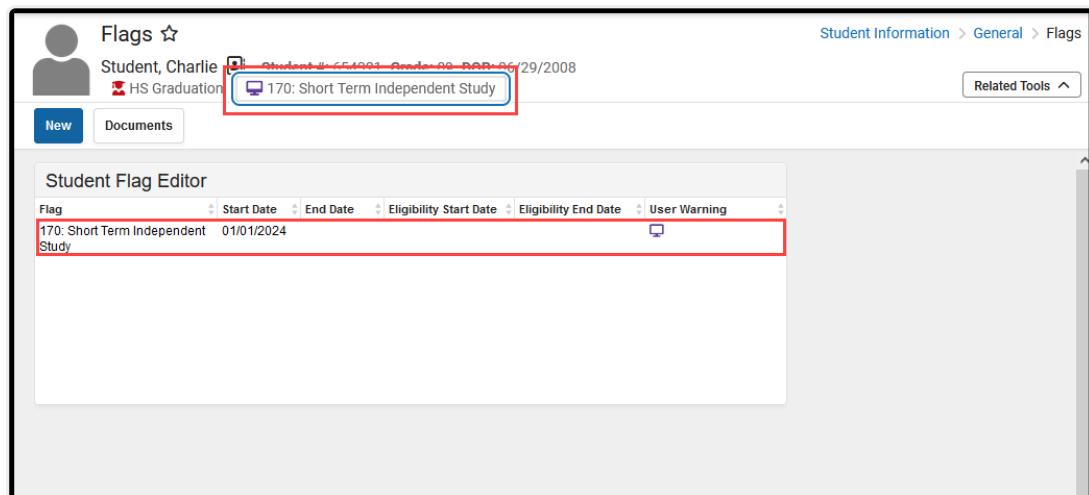
Independent Study Attendance Codes and State Code Options

III. Class Size Reduction

Tool Search: Flags

When the student is in courses reported for Class Size Reduction (usually grades K-3), add a code **170: Short Term Independent Study** to the student's [Flags](#) (Programs) tab. The Start and End Dates entered should be the dates of the Independent Study contract.

A signed Independent Study contract needs to be on file for the student. That contract is referenced for the start/end dates for the Flags set-up, the adding of the Course-Section and attendance reporting.



The screenshot shows the 'Flags' page for a student named Charlie. The '170: Short Term Independent Study' flag is highlighted with a red box. The 'Student Flag Editor' table shows a single row for this flag with the start date 01/01/2024. The 'Related Tools' button is also highlighted with a red box.

Student Flag Assignment for Independent Study

IV. Attendance Funding Categories

Tool Search: Enrollments

There are three Attendance Funding Categories that are assigned on the student's Enrollment record (State Reporting Fields > Attendance Funding Category) related to Long Term Independent Study:

- 45: Long Term Independent Study (Regular Day)
- 46: Long Term Independent Study (Special Day)
- 47: Continuation Long Term Independent Study

When using these categories, remember to mark the student absent for the entire time the student is a Long Term IS student, and then change the absences to present as work is evaluated. Average Daily Attendance for Code 47 reports separately on the Continuation Attendance Report.

State Reporting Fields

State Exclude	UC/CSU Requirements Met	Homeless	Truant		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gifted/Talented	Independent Study	Immigrant	Interdistrict Transfer		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Track Jumper	Migrant	CalGrant OK	ELC eligible	ELC Assessment OK	Prof/Adv for ELA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		District of Apportionment	District#		
		<input type="text"/>	<input type="text"/>		
*Attendance Funding Category		District of Geographical Residence Name	District of Geographical Residence Number	Receiver School	
10: Regular Day		<input type="text"/>	<input type="text"/>	<input type="text"/>	
26: Adult, not concurrently enrolled		Dwelling Type Other			
27: Adult, full-time independent study		<input type="text"/>			
28: Adult in Correctional Facility					
29: Ext Yr Spec Education					
30: Ext Yr, Spec Ed EC 56366(a)(7)					
31: Ext Yr, Spec Ed. Lic. Institution					
32: Non-resident students (Inter-district Transfers)					
33: Supplemental					
34: Community Day Mandatory Expelled					
35: College concurrent					
36: Continuation concurrent					
37: CAHSEE intensive concurrent					
39: K-4 intensive concurrent					
40: Opportunity concurrent					
41: ROC/P Concurrent					
42: Other concurrent					
43: Home Study					
44: Home Instruction (Special Ed only)					
45: Long Term Independent Study (Regular Day)					
46: Long Term Independent Study (Special Day)					
47: Continuation Full Time Independent Study					
48: Home and Hospital (Non-resident)					
49: Special Day (Non-resident)					

Attendance Funding Categories for Independent Study

V. Student Schedule

Tool Search: Schedule

Schedule the student into the appropriate Course Section of the Independent Study Course using the [Walk-In Scheduler](#). The Start and End dates of the course should reflect the start and end dates of the IS contract.

- **Short Term Independent Study** - DO NOT drop the student from their existing homeroom class. Instead, the Homeroom and the IS section will be "skinned" into the same period. *See image below.*
- **Long Term Independent Study** - The student often only has IS courses so there would be no need to skinny courses.

VI. Student Attendance

Tool Search: Attendance

For each day of the IS contract, assign the **IS Not Complete** Attendance Code. Because of this, the homeroom teacher and the supervising teacher will NOT be able to record attendance for the student.

The supervising teacher prints the [Attendance Register](#) for the date range of the student's IS contract, selecting the appropriate section of the IS course. This serves as a separate register of the IS students required by state law. As work is returned and verified as acceptable for attendance credit, this register can be notated and signed by the teacher and used by the attendance clerk to change the correct number of days with an IS Not Complete code to ISC code.

Term Semester 1 08/10/2020 - 02/01/2021											
Instructional Days: 126 Present Days: 125.22											
Period	0	1	2	3	4	5	6	7	SH	Co-Plan	ACT
Absent	0	0	0	2	2	0	2	2	0	0	8
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0

Term Semester 2 02/02/2021 - 06/30/2021											
Instructional Days: 107 Present Days: 107											
Period	0	1	2	3	4	5	6	7	SH	Co-Plan	ACT
09/01/2020 Tue Monday											
08/31/2020 Mon Monday											

IS Attendance Codes

The notated register can be compared to the Monthly Attendance Register to ensure the correct number of days were credited for IS attendance. Print and save for each individual attendance.

VII. Attendance Reporting

Tool Search: Monthly Attendance Register, Monthly Attendance Summary

Run the [Monthly Attendance Register](#) as usual. A count of all days with a code of ISC and an ADA calculation will print, and can be compared with the Weekly Attendance Register to ensure the correct number of present days were entered for each student. These values are a subset of the total days present and ADA for the entire group of students. A student needs to have the IS attendance code entered in every period he/she is scheduled for the day to print and be counted.

		Monthly Attendance Register																																					
		2013-14 Elementary School																																					
		4321 School Avenue																																					
		Any City, CA 99999																																					
Primary Enrollment(Not Track Jumpers)																																							
Generate on 11/01/2013 10:03:08 AM																																							
Page 1																																							
School Month 03: October 7, 2013-November 1, 2013																																							
Days Taught: 20																																							
Attendance Category: 10: Regular Day																																							
District of Apportionment: 1234567: Independent Unified School District																																							
10/07/2013 10/14/2013 10/21/2013 10/28/2013																																							
Students	Number	Sex	Grade	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Enroll	NC	OR	UnEx	Ex	Appt	ADA	%													
Students			Grade																																				
Student, David	M	01	01	-	-	-	-	-	-	-	-	-	-	ISC	ISC	ISC	ISC	ISC	20	0	0	0	8	12	.60	60.00													
Totals																			20	0	0	0	8	12	.60	60.00													
Independent Study Days counted for Apportionment(Code ISC): 2																					Independent Study ADA: .10																		

Monthly Attendance Register

Run the [Monthly Attendance Summary](#) as usual. A total count of days with a code of ISC and an ADA calculation from these days print. These values can be compared with the Monthly Attendance Register to ensure they are totaling correctly.

		Monthly Attendance Summary																																						
		2013-14 Elementary School																																						
		4321 School Avenue																																						
		Any City, CA 99999																																						
Primary Enrollment(Not Track Jumpers)																																								
Generated on 11/01/2013 10:01:04 AM																																								
Page 1																																								
List of Included Calendars																																								
13-14 Elementary School																																								
School Month 03: October 7, 2013 - November 1, 2013																																								
Days Taught: 20																																								
Attendance Category: 10: Regular Day																																								
District of Apportionment: 1234567: Independent School District																																								
Days																																								
Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%			Beginning	Gains	Losses	Ending	Total																						
Grade 01	20	0	0	20	0	8	12	2	0.10	0.60	60.00			1	0	0	1	1																						
Total Grades 1-3	20	0	0	20	0	8	12	2	0.10	0.60	60.00			1	0	0	1	1																						
Total All Grades	20	0	0	20	0	8	12	2	0.10	0.60	60.00			1	0	0	1	1																						

Monthly Attendance Summary