Requesting a Contract for Independent Study

A contract for Independent Study is for students enrolled in a comprehensive elementary or secondary school who voluntarily enroll in independent study either as their educational option, or to temporarily accommodate students who are unable to attend in person.

Parents/Guardians can request a contract for Independent Study through the Parent Portal. Once submitted, the school site reviews the request and processes the written agreement for approval.

The final written agreement must be signed electronically by the parent/guardian and student to be valid. Students can optionally provide a signature in the Student Portal.

To submit a request for a contract for Independent Study, follow the instructions below:

1. Sign into your parent portal account: [https://powerschool.sandi.net](https://powerschool.sandi.net)

2. Click Forms on the left Navigation menu.

3. From the Forms list, select Independent Study Written Agreement

4. Enter a Reason for requesting the contract.

5. Select the Beginning and End Date for the length of the contract.

6. Click Submit at the bottom of the page.
A success message indicates your request form has been submitted to the school.

**IMPORTANT!** Double-check that the changes you made appear on the form. If teachers or administrators are working on the form at the same time it is possible changes could be lost and will need to be reapplied.
Signing the Final Agreement

After the agreement has been reviewed by the school site, families will be notified that the agreement is ready to be signed. Both the student and the Parent/Guardian(s) are required to sign the final agreement.

To sign the final written agreement, visit the Parent or Student Portal and do the following:

1. Sign into your parent portal account: https://powerschool.sandi.net
2. Click Forms on the left Navigation menu.
3. From the Forms list, select Independent Study Written Agreement
4. Scroll to the bottom of the form and enter your Signature and Signature Date in the appropriate fields. Click Submit.

A success message indicates your request form has been submitted to the school.

IMPORTANT! Double-check that the changes you made appear on the form. If teachers or administrators are working on the form at the same time it is possible changes could be lost and will need to be reapplied.