

REGULATION 6158: Independent Study
Comparison Chart
 Section: Instruction

SUMMARY OF UPDATE

Summary of Update: Regulation updated to reflect **NEW LAW (AB 130, 2021)** which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written agreements and course-based independent study moved to BP.

PARA	Section	Sub-Section	February 13, 2018 CURRENT VERSION	July 2021 REVISED VERSION	CSBA MODIFICATIONS and/or NOTES
				<u>Definitions</u>	
				<i>Live interaction</i> means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication.	CSBA NOTE: Education Code 51745.5, as added by AB 130 (Ch. 44, Statutes of 2021), defines the terms "live interaction," "student-parent-educator conference," and "synchronous instruction" as provided below.
				<i>Student-parent-educator conference</i> means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6.	
				<i>Synchronous instruction</i> means classroom-style instruction or designated small group or	

			one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5.	
		<u>Educational Opportunities</u>	No change	
			For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver.	CSBA NOTE: Pursuant to Education Code 51745, as amended by AB 130, the district is required to offer independent study to meet the educational needs of students for the 2021-22 school year unless the district obtains a waiver from such requirement.
1		Educational opportunities offered through independent study may include, but are not limited to:	No change	CSBA NOTE: The following section is optional. Education Code 51745 lists educational opportunities that may be provided through independent study. The district may revise or expand items #1-6 below to reflect district practice.
	1	Special assignments extending the content of regular courses of instruction.	No change	
	2	Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum.	No change	
	3	Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum.	No change	
	4	Continuing and special study during travel.	No change	
	5	Volunteer community service activities and leadership opportunities that support and strengthen student achievement	No change	

			6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction.	
2		In addition, when requested by the parent/guardian due to an emergency, vacation or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.	In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.	
3		No course required for high school graduation shall be offered exclusively through independent study.	No change	CSBA NOTE: The following paragraph is for use by districts maintaining high schools.
		<u>Equivalency</u>	No change	
1		The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges.	No change	
			Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.	
2		The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians.	The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational	

			agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value.	
		<u>Eligibility for Independent Study</u>	No change	
			Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.	
1		Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.	For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.	CSBA NOTE: The following optional paragraph may be revised to reflect district practice.
2		A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study	No change	CSBA NOTE: The following paragraph limits eligibility for independent study to those students for whom state apportionments can

		shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204.		be claimed. Education Code 46300.2 provides that districts will receive state funding for independent study for students who are residents of the county or an adjacent county. Pursuant to Education Code 51747.3, students whose residency status is based on parent/guardian employment within district boundaries (Education Code 48204(b)) are not eligible for funds apportioned for average daily attendance (ADA).
3		For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation.	A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation.	
4		A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study.	No change	
5		Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18 th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board.	No change	CSBA NOTE: Education Code 46300.1 provides that the district may not receive apportionments pursuant to Education Code 42238 for independent study for students age 21 or older, or for students 19 or older who have not been continuously enrolled in grades K-12 since their 18th birthday. However, pursuant to Education Code 46300.4, these students may be eligible for independent study through the adult education program for courses required for high school graduation. See BP/AR 6200 - Adult Education.
6		No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant and parenting students who are primary caregivers for one or more of their	No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their	CSBA NOTE: The following paragraph limits enrollment in independent study to those students for whom state apportionments can be claimed. Pursuant to Education Code 51745, no more than 10 percent of the

		children, shall be enrolled in independent study.	their children, shall be enrolled in independent study.	students enrolled in a continuation high school or opportunity school or program are eligible for apportionment credit for independent study. A pregnant student or a parenting student who is the primary caregiver for the student's child(ren) is not included in this cap.
		Master Agreement	Delete	
1		A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days.	Delete	
2		The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.	Delete	
3		The independent study agreement for each participating student shall include, but not be limited to, all of the following:	Delete	
	1	The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress.	Delete	
	2	The objectives and methods of study for the student's work and the methods used to evaluate that work.	Delete	
	3	The specific resources, including materials and personnel, that will be made available to the student.	Delete	
	4	A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an	Delete	

		evaluation of whether the student should be allowed to continue in independent study.		
	5	The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement with a maximum of one school year.	Delete	
	6	A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.	Delete	
	7	A statement that independent study is an optional educational alternative in which no student may be required to participate.	Delete	
	8	In the case of a suspended or expelled student who is referred or assigned to any school, class or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction.	Delete	
	9	Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.	Delete	
4		The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.	Delete	
		<u>Course-Based Independent Study</u>	Delete	

1		The district shall offer a course-based independent study program for students in grades K-12 subject to the following requirements:	Delete	
	1	Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential, and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.	Delete	
	2	Courses shall be annually certified by Board resolution to be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards. This certification, shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.	Delete	
	3	Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.	Delete	
	4	Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory	Delete	

		educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.		
	(4)	Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.	Delete	
	(4)	If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.	Delete	
	5	Examinations shall be administered by a proctor.	Delete	

6	Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.	Delete	
7	A student shall not be required to enroll in courses included in this program.	Delete	
8	The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.	Delete	
9	For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.	Delete	
10	Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.	Delete	
11	A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.	Delete	
12	A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.	Delete	
2	Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is	Delete	

		under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following:		
	1	A summary of the district's policies and procedures related to this program.	Delete	
	2	The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above.	Delete	
	3	The duration of the learning agreement, which shall not exceed a school year or span multiple school years.	Delete	
	4	The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program.	Delete	
	5	The specific resources, including materials and personnel, that will be made available to the student.	Delete	
	6	A statement that the student is not required to enroll in courses in this program.	Delete	
	7	Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction.	Delete	
3		The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study.	Delete	

4		The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes.	Delete	
		Monitoring Student Progress	No change	
1		The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:	The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:	CSBA NOTE: The following optional section may be revised to reflect district practice.
	1	A letter to the student and/or parent/guardian.	No change	
	2	A meeting between the student and the teacher and/or counselor.	No change	
	3	A meeting between the student and the independent study administrator, including the parent/guardian if appropriate.	No change	
	4	An increase in the amount of time the student works under direct supervision.	No change	
2		When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement, and the student's return to a regular classroom-program or other alternative program.	When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.	
3		A written record of the findings of any such evaluation shall be treated as a mandatory	No change	

		interim student record which shall be maintained for three years from the date of the evaluation.		
4		Independent study students who are late, miss scheduled conferences or do not submit assigned work on time shall not be reported as tardy or truant.	Delete	
		<u>Responsibilities of Independent Study Administrator</u>	No change	
1		The responsibilities of the independent study administrator shall be to:	The responsibilities of the independent study administrator include, but are not limited to:	CSBA NOTE: The following optional section may be revised to reflect district practice.
	1	Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator.	Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator	
	2	Approving or denying the participation of students requesting independent study	No change	
	3	Facilitating the completion of independent study written agreements	Facilitating the completion of written independent study agreements	
	4	Ensuring a smooth transition for students into and out of the independent study mode of instruction	No change	
	5	Approving all credits earned through independent study	No change	
	6	Completing or coordinating the preparation of all necessary records and reports required by law, Board policy, or administrative regulation	Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation	
		<u>Assignment and Responsibilities of Independent Study Teachers</u>	No change	

1		Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment.	Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment.	
2		The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio.	No change	CSBA NOTE: Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study ADA would not be funded. Pursuant to Education Code 51745.6, as amended by AB 130, the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting must incorporate verification of applicable teacher-student ratios commencing in the 2021-22 fiscal year.
3		The responsibilities of the supervising teacher shall include, but are not limited to:	No change	CSBA NOTE: The remainder of this section is optional and may be revised to reflect district practice.
	1	Completing designated portions of the written independent study agreement	Completing designated portions of the written independent study agreement and signing the agreement	
	2	Supervising and approving coursework and assignments	No change	
	3	Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due	No change	

	4	Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below	Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy	
	5	Providing direct instruction and counsel as necessary for individual student success	No change	
	6	Regularly meeting with the student to discuss the student's progress	No change	
	7	Determining the time value of assigned work or work products completed and submitted by the student	No change	CSBA NOTE: Pursuant to Education Code 51747.5, the district may only claim apportionment credit for independent study based on the time value of student work products as personally judged in each instance by a certificated teacher. Education Code 51747.5 specifies that the teacher is not required to sign and date the work products.
	8	Assessing student work and assigning grades or other approved measures of achievement	No change	
			9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided	CSBA NOTE: Education Code 51747.5, as amended by AB 130, requires districts to document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day.
	4	The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.	No change	
		Records	Delete	

1		The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to:	Delete	
	1	A copy of the Board policy, administrative regulation, and procedures related to independent study.	Delete	
	2	A listing of the students, by grade level, program and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the courses credits attempted by and awarded to students in grades 9-12 and adult education.	Delete	
	3	A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.	Delete	
	4	As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.	Delete	
2		The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.	Delete	
3		The signed, dated agreement, any supplemental agreement, assignment records,	Delete	

		work samples, and attendance records may be maintained on file electronically.		
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