



# Independent Study Course Proposal Form

Print Form

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
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**Instructions:** A program in Independent Study is designed for the self-directed student in grades 9 - 12 who has the self-discipline and interest to do exceptional work. It promotes self reliance, initiative, and intense inquiry under the supervision of a High School Certified teacher who is for the most applicable content areas. Students may select a course from the MSBSD Program of Studies list according to their choice, interest, ability, and the availability of an instructor who is willing to provide supervision in the given content area. Independent Study for credit must be initiated by the student and it is the student's responsibility to meet all of the requirements and complete all associated paperwork. The original form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
		Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

### Requirements:

- Independent Study is open to 9 - 12 graders.
- A student may enroll in no more than one Independent Study course per semester
- The Independent Study application must be fully completed with all necessary signatures before enrollment is complete.
- Independent Study proposals must be approved by the designated building administrator prior to the beginning of the semester in which the course is to be taken.
- Independent Study proposals must be completed in written form. When appropriate, additional products such as portfolios, performance tapes, or projects may also be submitted.
- A time table for completion of the course must be included in the Independent Study proposal. All assignments and assessments must be turned in to the teacher in keeping with the agreed upon timeline.
- Teachers may not sponsor Independent Study students during the teacher's planning period.
- Independent Study students must report daily to their teacher during the assigned class period. Teachers shall take roll daily and all MSBSD attendance policies will apply.
- Enrollment in an Independent Study course is not allowed during the same semester when the course is offered during the regular school day, unless there is an irresolvable scheduling conflict.

Supervising Teacher	<input type="text"/>	Department	<input type="text"/>		
School Year	<input type="text"/>	Semester	<input type="text"/>	Period	<input type="text"/>

Proposed Title / Course #

*All pre-requisites for this course must be completed.*

Describe where you will be working on the course during school hours.

Describe the form of the completed assignments, assessments, and portfolio. Attach a rubric or course syllabus as appropriate.

Time table of assignments, assessments, and portfolio due dates.

Weeks 1 & 2	
Weeks 3 & 4	
Weeks 5 & 6	
Weeks 7 & 8	
Weeks 9 & 10	
Weeks 11 & 12	
Weeks 13 & 14	
Weeks 15 & 16	
Weeks 17 & 18	

What must you do to earn an "A"?

What must you do to earn an "B"?

What must you do to earn an "C"?

*I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit the required documentation to receive credit.*

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

\_\_\_\_\_ Date  
Parent/Guardian Signature

\_\_\_\_\_ Date  
Supervising Teacher Signature

Recommended

\_\_\_\_\_ Date  
School Counselor Signature

\_\_\_\_\_ Date  
School Principal Signature