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### Short Term Independent Study

Dear Parent and Student,

In order to keep students on-track during extended absences, Alternative Education has a Short-term Independent Study (STIS) program for students who will miss between 5 and 15 consecutive days of school. This program provides students with the opportunity to complete their schoolwork while they are gone and not risk failing their courses. Participation in Short-term Independent Study (STIS) is the only way to have the absences classified as *excused*. However, students must meet specific requirements to qualify. They must be making adequate academic progress and must have no more than **21 periods** of unexcused absences this school year. Students may only access STIS 2 times each school year.

In order to register for Short-term Independent Study (STIS) and acquire approval you need to complete the following steps a **minimum of 5 school days prior to departure**:

1. Pick up the Short-term Independent Study application from the TEC office or print on-line.
2. Fill out and return completed application to the TEC office with a letter of intent explaining the circumstances for the absence.
3. Complete all work assigned by your teachers while you are out.

On the day you return to school you will need to report to the office and turn in all work to the secretary. This step must be completed in order to have the absences excused and credit given for the work completed. Failure to complete this step will result in **unexcused** absences. Students may be issued a truancy letter for these unexcused absences.