

# Short-Term Independent Study (STIS)

## Supervising Teacher (Certificated Staff) Responsibilities

*Quick Guide for Supporting Students While They're on STIS 1–15 days*

### What is STIS?

Short-Term Independent Study allows students to continue learning during approved short absences. As a teacher, your role is vital in helping them stay on track.

### Your Responsibilities

1. **Sign the Agreement (via Informed K-12 Email)**
  - Review and sign the emailed STIS Written Agreement when requested.
2. **Provide a Daily Assignment List (Upload to IK-12)**
  - Submit a copy of your **lesson plans** for each day the student is out
  - These serve as the student's daily assignments.
3. **Complete the Work Completion Section (Table via IK-12 Email )**
  - Indicate how much work the student completed and returned for **each subject**.
  - Example: Math–4/5 days, ELA–5/5 days.
4. **Submit One Work Sample Per Subject (Upload to IK-12)**

Choose **one evaluated assignment per subject** from the completed work with the student's complete name.

  - These are used for documentation and attendance verification.

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### Tips for Teachers

- **Keep it simple:** Provide clear, essential work aligned to your daily instruction.
- Provide the assignment list. Here are the options:
  - Use your existing lesson plans—no need to create new materials.
  - Google Classroom assignment list
  - Daily Scope & Sequence lesson plan if applicable
  - Teacher-created daily assignment list

### Reminders

- Teachers get a 3-day notice to provide the STIS assignment list
- All documents must be submitted **after the student returns (Best Practice within 3 weeks)**
  - Students have 5 school days after STIS ends to return the completed assignments (classwork).
  - The certificated staff/supervising teacher has 5 days to complete the IK-12 submission.
  - The office staff has 5 days to review, complete, and submit the STIS agreement.
- Final paperwork helps the site and district comply with state audit requirements.