

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.

Tips for Teachers

- **Keep it simple:** Provide clear, essential work aligned to your daily instruction.
- **Be consistent:** Use your existing lesson plans—no need to create new materials.
 - Other Options: Google Classroom assignment list, Daily Scope & Sequence assignment list, and teacher-created daily assignment list.)

! Reminders

- 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.

 **Need Help?** Contact your **site's STIS POC** staff for support.

Thank you for making learning possible! *Your efforts matter every day!*