

### Instructions for Requesting Independent Study Online

1. Access the school website by entering [www.sjvawolves.com](http://www.sjvawolves.com)
2. Click on the PARENTS tab, and click on Independent Study
3. Two PDF forms will appear on the bottom of the page. Select the appropriate contract
  - Elementary Contract (K-5<sup>th</sup>)
  - Secondary Contract (6<sup>th</sup>-12<sup>th</sup>)
4. Print the contract. Fill out all the appropriate fields (student name, age, birth date, phone #, duration of agreement, beginning and ending date.) Note: The beginning date is the first date the student will be out of school. The end date is the last day the student will be on independent study.
5. Parent and Student MUST sign contract. (Please note: only Blue or black pen are allowed. No pencil or colored pens)
6. Print a student work assignment sheet (one of the online PDF forms). Only the student will need to sign this form.
7. Every student should have two forms to turn in: a work assignment record and an independent study contract.
8. Bring in, fax or email, the independent study contracts to the office before 1:30PM on the first day of absence to get the independent study work.
9. All contracts can be faxed to our office at 951-654-5083 or emailed to [nquintana@sjacademy.org](mailto:nquintana@sjacademy.org).
10. Independent study work is due on the first day the student returns to school. All work must be complete to receive independent study credit.
11. Middle and High school students must turn in their completed Independent study work to their Deans the day they return to school
12. Elementary students turn in their completed Independent study to their teacher.