

# Independent Study (IS) Identification in Infinite Campus

Please note these procedures are only applicable **AFTER** there is a signed Independent Study (IS) written agreement on file for the student. That written agreement is referenced for the start/end dates for the Flags set-up and attendance reporting.

## Create a New Independent Study Program/Flag:

1. Search for student to enroll into an independent study program

**Path: Student Information > General > Search for student name, then go to Flags tab > New**

2. Select the **New** icon. A **Student Flag Detail** table will appear below the **Student Flag Editor**.
3. Select the **170: Independent Study** flag to assign to the student from the dropdown list.
4. Enter the **Start Date** for the flag. This is the first date the student will begin IS learning
5. Enter the **End Date** for the flag. This is the last date the student is expect to be in IS learning
6. Enter a **User Warning** can be added if additional information wishes to be added.
7. Click the **Save** icon when finished. The new flag is listed in the **Student Flag Detail** table and an image displays next to the student's name.

**Please note: A new flag needs to be entered on the student for each occurrence.**

The screenshot shows the Infinite Campus interface for editing a student flag. At the top, a navigation bar includes 'Independent Study' and 'Health Condition' tabs. Below this is a student profile header with fields for 'Grade: 01' and 'Gender: M'. A menu of tabs is visible, with 'Flags' selected. Below the menu are buttons for 'Save', 'Delete', 'New', and 'Documents'. The main area is titled 'Student Flag Editor' and contains a table with the following data:

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
Independent Study	08/04/2022	08/10/2022			Ms Nelson is the IS coordinator

Below the table is the 'Student Flag Detail' form. It includes a dropdown menu for 'Flags' (set to '170: Independent Study'), a note 'This image will display next to the student's name.', and fields for 'Start Date' (08/04/2022), 'End Date' (08/10/2022), 'Eligibility Start Date', and 'Eligibility End Date'. There are also fields for 'Identifier' and 'User Warning' (containing 'Ms Nelson is the IS coordinator').

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## Add Student Attendance in Infinite Campus for Independent Study:

For Individual Students

**Path: Student Information > General > Search for student name, then go to Attendance tab > New**

Multiple Students and/or Multiple Days

**Path: Attendance > Attendance Wizard > Batch Mode**

Use the Batch Mode to mark a student (or students) absent for a number of days. For example, a student is unable to attend school for a set date range starting at a certain time, perhaps for a school function or for illness.

The Batch mode marks the student absent from the entered time of the start date through the entered time of the end date (remove the TIME stamp)

### **Attendance Codes related to Independent Study**

- CISC - COVID-related Independent Study Complete (New 22-23)
- CISN - COVID-related Independent Study Not Complete (New 22-23)
- CVDR - COVID-related Absence (New 22-23)
- ISC - Independent Study Complete
- ISN - Independent Study Not Complete

Sites need to enter ISN/CISN for the dates the student has been placed on IS. Once the student has returned the work and a certificated person has assessed and reviewed the work product submitted, ONLY THEN should the ISN/CISN codes can be replaced with the ISC/CISC codes.

*Refer to the Attendance Toolkit for additional details regarding the procedures for taking attendance in Infinite Campus.*

*If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: [support@scusd.edu](mailto:support@scusd.edu)*