

Independent Study @ LFP



1 Request Independent Study

Email lfattendance@larchmontcharter.org to request Independent Study or complete the [Independent Study Agreement](#) before 9:00am. Independent Study can be completed for both planned and unplanned absences.

2 Complete assignments on [Google Classroom](#)

Please complete one day of work for each day of absence. NO ADDITIONAL WORK IS REQUIRED unless classwork cannot be completed at home, in which case students may complete an [alternative assignment](#). PLEASE NOTE - GOOGLE CLASSROOM homework often is inaccessible to the student after it is turned in electronically, so the student should take a screenshot of all work done BEFORE submitting it via Google Classroom.

3 Complete the [Work Log](#).

To get a work log, email lfattendance@larchmontcharter.org or hard copies are available in the main office. Parents must SIGN and INITIAL the Work Log sheet, as Independent Study packets will not be accepted without these signatures. Students should submit the Work Log together with the completed work no later than 2 days after their return to school.

4 Turn in completed Independent Study work.

Student should submit the Independent Study work log and work to the office no later than 2 days after their return to school. Submit the following items to our Attendance Clerk either in person or via email to lfattendance@larchmontcharter.org

- Signed and completed work log
- Copy of completed work - any of these three methods
 1. Email work to lfattendance@larchmontcharter.org (attach or send pic)
 2. Print another copy of the work and hand it to her (she's right next to the printer!)
 3. Make a copy of the work (she'll help you do this!)
 - 4.

NOTE: It is not possible for the office to retrieve work from teachers, SO PLEASE have your student submit work to our Attendance Clerk BEFORE turning in to their teachers. Thank you.