

What You Need to Know About Independent Study



American School[®]
2200 East 170th Street
Lansing, Illinois 60438
www.americanschool.org
(708) 418-2800

ABOUT OUR PROGRAM:

The American School's year-round Independent Study program offers accredited courses at an affordable cost.

Our program offers you a practical solution for meeting the various needs of your students which may include:

- credit recovery
- accelerated learning
- home-bound students
- scheduling conflicts
- courses not offered locally

Students who enroll with us can choose from a wide variety of paper-based or online courses in core areas such as English, math, science and social studies, as well as specialty areas such as world languages, art, home living and vocational courses. A full list of courses and descriptions may be found at www.americanschool.org/courses.

Students can learn in a way that is most comfortable for them. We are also proud to offer a hybrid of online and paper-based courses by offering online exams in select paper-based courses. In this process, students receive study materials in the mail but complete their unit exams online. This allows for quicker feedback than if they were to submit their unit exams by mail.

Individual courses purchased through the Independent Study Program typically cost between \$150 and \$300 and include all study materials, grading of all exams and access to the Online Student Center, where students can review their academic records and access help sheets around the clock. They can also email instructors for guidance.

Counselors will have access to our Online Counselor Office, where they can monitor progress, download final exams and sign up for weekly progress reports.

ENROLLMENT FORMS:

Enrollment forms can be downloaded from the American School's Online Counselor Office. Please contact our Independent Study Coordinator if you would like paper copies sent to you. We advise you to check the website for the most current prices and course offerings.

WHAT IS REQUIRED OF ME?

Directions for enrolling can be found on the enrollment application. Counselors are responsible for authorizing the course(s) a student may take on the enrollment form, indicating if the study materials can be sent directly to the student and indicating if a final exam is required.

Students are required to submit the completed enrollment form and payment. You will receive confirmation emails/letters when students have been enrolled.

FINAL EXAMS:

Final exams are worth 50% of the course grade. You may download copies of final exams from the Online Counselor Office or request a copy by contacting our Independent Study Coordinator. You are responsible for arranging proctored final exams and returning them to the American School for grading. Specific directions for administering final exams are provided with each copy.

TRANSCRIPTS:

Students must complete all course requirements, have no financial obligations, and have been enrolled for the minimum completion times before a transcript of credit will be released. This means that all unit exams must be successfully completed before credit will be issued. When final exams are required, all unit exams and the final exam must be successfully completed. We do not waive unit exams under any circumstances.



American School[®] **Independent Study Contact Sheet**

HOW TO CONTACT US:

Website:

www.americanschool.org

Email:

independentstudy@americanschool.org

Office Hours:

8:30 a.m. to 3:30 p.m. CST

Address:

2200 East 170th Street
Lansing, Illinois 60438

Phone:

708-418-2850

I.S. Coordinator:

Paul Czapkowicz

I.S. Coordinator Email:

pczapkowicz@americanschool.org

Accreditations and Recognitions:

NCA/AdvancED

NCPSA

Ai

Illinois State Board of Education