

Travel Plan Process

iQ Academy California- Los Angeles is a full-time independent study program offered to students who reside in one of the five counties iQ Academy serves. We understand that on occasion students may travel during the school calendar days. Students who travel for an extended time, over 5 days during instructional school days, must submit a request to their teacher at least 2 weeks prior to the travel date. The request will be reviewed by the administrator.

Travel plans are granted to students in good standing:

- Completes assigned work daily consistently.
- Logs attendance daily, as assignments are worked on and completed.
- Communicates regularly with the assigned teacher.
- Attends in person and online required meetings for instruction and assessment, as scheduled.

Travel plans may not be granted if:

- Student is not in good standing.
- Student will be traveling more than 20 school days (one learning period).
- Would not be available to attend required meetings as scheduled with the assigned teacher.
- Student will not have reliable internet or phone service while traveling.

A Travel Plan must be completed by the teacher, once the parent requests extended travel time away from their primary residence. The teacher will submit to their administrator for review.

Travel Plan Template (Please download a copy, do not fill out the template)

The following fields must be completed by the teacher:

- Student information filled out completely
 - Departure Date
 - Return Date – must be entered
 - If student has a sibling or is Special Education, please be sure to communicate with the GE Teacher of the sibling or the Program Specialist in Special Education.
- Meeting and/or Testing Schedule
 - Student is required to attend mandatory class connect sessions as scheduled by the teacher.
 - An instructional recording may be provided to the student; however, the teacher must check for understanding of the recorded instruction by speaking with the student or holding a separate live session.
 - If student is traveling at the end of the school year, dates of in person assessments must be stated clearly.
- Curriculum
 - A Daily Plan must be included in the Travel Plan, with clear expectations of lessons to complete and class connect sessions to attend while traveling.
- Work Samples
 - Dates for the appropriate quarter work submissions must be included.
- Teacher and Parent Signatures
- Parent and teacher must understand that even if these are signed, it is still pending approval by the Academic Administrator

****While the Travel Plan is in place, teachers must enter departure date, return date, all meetings notes during the travel plan, family contact, and work sample submissions in the student's Conference Manager.**

The Academic Administrator will review and discuss in detail with the teacher and learning coach prior to the departure date. The Academic Administrator will inform parent and teacher, by email, if the travel plan is approved at least 2 weeks prior to departure date.

The Academic Administrator will sign, date, and mark approved or not approved on the Travel Plan.

Once approved, the Academic Administrator will add to TVS notes for the student:

- Choose "New Note"
- Subject: Approved Travel Plan – date of plan
- Attach the approved Travel Plan.
- Body: Please include approved by (Academic Administrator's name).