

Ridgewood Public Schools

Reopening 2020-2021

Protocol for Requests to Transition between Models of Instruction

On July 24, the New Jersey Department of Education distributed a supplement to *The Road Back: Restart and Recovery Plan for Education*. This supplement outlined the new standard that provides parents with the choice of a fully remote instructional model or a hybrid model of instruction with some in-person learning. In addition, this supplement requires districts to establish a protocol for parents who wish their children to change from one model of instruction to another.

Following the state guidelines, our procedure will be implemented as follows.

1. The point of contact for questions and concerns at each level will be your child's guidance counselor, which is named in your child's profile in Skyward as "Adviser."
2. If parents are going to request a transition from one model of instruction to another, the minimum amount of time a student must spend in his/her current model will be ten school days before being eligible to transition to the alternate model.
3. A parent who wishes to request a transition must complete a Transition Request Form, including all pertinent information that will ensure proper recordkeeping and enable district administration to support continuity of learning.
4. Upon submission of the Transition Request Form, district administration will create a new schedule in the requested model for the student. Parents should be aware that class schedules, teacher assignments, and other details will be dependent upon class availability and where there is space for the student. We will provide the new schedule as soon as possible; however, parents should expect up to a ten school-day processing time to make the necessary arrangements before the student can begin instruction in the new model.

Please understand that these time frames are subject to change based on evolving circumstances. You will be notified of any changes to this protocol in advance of their implementation.

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Requests to Transition Between Models of Instruction

Please complete one form per child and return to your school's Principal.

Date: _____

Parent's Name: _____

Child's Name: _____

School: _____

Grade: _____

Please Check One:

I would like my child to transition from:

Hybrid to Remote

Remote to Hybrid

Parent Signature

Date