

In order to assist families who are requesting a change in student learning options **and** maintain the wellness mitigation efforts outlined in the Pinellas County Schools ReOpening Plan, the district has established the following guidelines for processing such requests.

At this time, no changes to a student's learning option will be considered until after the 10-day count (Monday, September 14) to ensure face-to-face and MyPCS Online class size expectations.

1. Families can submit a request for a change of learning option via an online form that will be available at www.pcsb.org/mypcsonline. The form will be available to families on Monday, August 31.
2. School leaders will receive a spreadsheet of requests from the online form each morning from the office of the Area Superintendent/Chief Transformation Officer.
3. After the ten-day count, and once any subsequent unit changes are made, principals will assess pending requests and the impacts to face-to-face class sizes.
4. For requests **to return to Traditional Learning (face-to-face instruction)**:
 - Requests should be granted only when there is space available and/or a special cause (sibling preference, custodial change, etc.) that will not increase face-to-face class size beyond what was discussed with faculty when developing the master schedule.
5. For requests **to change to MyPCS Online**:
 - Principals can grant requests, if there is space available within MyPCS Online sections.
6. Students are to continue in their current assignment until such determination is made and in most cases until at least the end of the first nine weeks.
 - A wait list will be established by the school's administration, and a transfer could transpire from one choice to the other upon space available. This will be monitored by school administration.
7. Prior to the end of the first quarter of the school year, the district will assess the status of MyPCS Online staff and the potential impacts on face-to-face instruction within the Traditional Learning Option.
 - Process for second quarter changes will be communicated by the district prior to the end of the first quarter.

Principals should contact their Area Superintendent/Chief if there are questions or additional support is needed.