

## Process for Learning Option Change

Parents may request a change from or to face-to-face learning and from or to MyPCS Online at any time.

The school will work to honor the request to change a learning option within receipt of an email.

Parents should be aware that changing Learning Options may result in a change of teachers and (in secondary schools) courses.

To submit your request:

- Email [bryanju@pcsb.org](mailto:bryanju@pcsb.org)
- Include "Learning Option Change" in the subject of your email
- In the body of the email, please include your child's full legal name, grade and the best phone number to contact you if more information is needed.

The school will respond to your request within five school days with information on when the change will take place and any important information to make the Learning Option Change successful for your child. Changes will take effect on or after January 20, 2021.

If you have additional questions, please contact Principal M. Brainard or our DMT, J. Bryan at 727-893-2147