



## REQUEST TO SWITCH INSTRUCTIONAL MODELS

Families may request to change instructional models based on the guidelines below. While all requests will be reviewed, the District may not be able to honor all requests.

### GOAL

To honor requests while maintaining targeted class sizes within District guidelines and leaving room for new enrollment. The virtual class size of 40 will be the cap. A 10% variance will be retained for new enrollees.

### ACCEPTABLE REASONS FOR REQUESTS:

- Newly diagnosed or worsening medical condition of student or member of the immediate household
- Move siblings so that entire household is under the same instructional model
- Fresh start with supporting documentation from principal or school counselor
- Moved outside ECASD and would like to finish the school year virtually
- Other: [Please state]

### REVIEW DATES

	FIRST DATE OF INSTRUCTIONAL MODEL CHANGE		
ELEMENTARY	November 1	November 30	March 1
MIDDLE	December 18		
HIGH	December 2		

### PROCESS FOR REVIEW

#### **ORDER OF REVIEW**

- Requests at all levels will be reviewed with the following priority areas, in this order:
  - Medical Need
  - Sibling Schedules
  - Fresh Start
  - Tuition Waiver (recent move out of ECASD)

#### **ELEMENTARY**

- Students switching from Cohort A/B/D to 100% virtual will be placed only in the virtual pods that serve their school.
- Students switching from 100% Virtual to Cohort A/B/D will be placed in the face to face cohort based on availability.

#### **SECONDARY**

- Middle School will follow the elementary model if classrooms in all four core areas have availability.
- High School requests will be hand scheduled if possible.

After each review period, requests that have not been honored will be deleted. Families must submit a new request to be considered for the next round.