**PLEASE NOTE:** **After 3 PM on Monday, August 31, 2020 if you switch your option your student’s schedule and option will not be adjusted for a week under the guidelines listed below.**

We understand, in rare circumstances families may choose to switch their student’s option after school starts. **If you change your student’s option it will take a week to manipulate their schedule.**

**The list of swaps will be pulled every week on Thursday at 3 PM, those students schedules will be adjusted the upcoming Monday and students can begin their new option on Monday.**

Families should receive an email on Friday verifying their new option beginning Monday.

*Example A:*

*Student A completes the online form on Tuesday September 1st to move from Brick & Mortar to Distance Learning. The student will continue to attend school until Monday September 7th.*

*The list of swaps will be pulled on Thursday September 3rd at 3 PM. The student’s schedule will be adjusted and option changed. The parent/guardian(s) will receive an email on Friday September 4th, verifying the new option. The student should check their schedule in HAC on September 7th and follow that schedule via distance learning.*

*Example B:*

*Student B completes the form on Friday September 18th to move from Distance Learning to Brick & Mortar. The student will continue to learn via distance learning until September 21st.*

*The list of swaps will be pulled for this student on Thursday September 17th at 3 PM. The student’s schedule will be adjusted and the option changed. The parent/guardian(s) will receive an email on Friday September 18th, verifying the new option.*

*Follow the link below to complete the require form to change your child’s learning location. This link is also located under the Parents tab in the website menu bar.*

[https://forms.office.com/Pages/ResponsePage.aspx?id=V9CzsxL8P0-S9HK-boRDUW69lAmEH1JKvnPE3-npK2NUODI1UTBVUjE2Sk1FQldVQ042OUdaN0JVSC4u](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DV9CzsxL8P0-S9HK-boRDUW69lAmEH1JKvnPE3-npK2NUODI1UTBVUjE2Sk1FQldVQ042OUdaN0JVSC4u&data=02%7C01%7CNatalie.Hyder%40stjohns.k12.fl.us%7C5a8bd6741d8d4950a56708d84dbddfe3%7Cb3b3d057fc124f3f92f472be6e844351%7C0%7C0%7C637344825358039823&sdata=4F78L9OlMsnkhUjnKhM153cOJaQTnfWnn8WS1xCyAKo%3D&reserved=0)