

PALM VALLEY ACADEMY

STUDENT LEARNING OPTION CHANGE

We at PVA recognize that in some circumstances families may choose to switch their student's learning option after our August 31st start date, and we will work with families to make these changes. Our process for this is as follows:

- Each week we will record requests to change learning options.
- The list of requests will be pulled every week on Thursday at 12:00pm, and those students' schedules will be adjusted.
- Families should receive an email on Friday verifying their new option and alerting them that their student may begin participating in their new learning option the following Monday.

***Please note:**

- **In some instances, it may be necessary for us to change your students schedule and/or teacher placement in order accommodate the request to change their learning option.**
- **If requesting a move to Distance Learning, please watch our distance learning video for an overview of responsibilities and expectations: <https://www.stjohns.k12.fl.us/online-learning/>.**
- **If requesting a move to Brick & Mortar, loaner devices provided by the school will be collected.**
- **Please review your student's HAC once you receive confirmation of your change.**

Example A:

1. 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 in person.
2. The list of requests will be pulled on Thursday, September 3rd at 12:00pm. The student's schedule will be adjusted and option changed.
3. The parent/guardian(s) will receive an email on Friday, September 4th, verifying the new option. The student should check their schedule in HAC.
4. The student can begin participating in instruction via distance learning on Monday, September 7th.

Example B:

1. Student B completes the form on Friday, September 18th to move from Distance Learning to Brick & Mortar. The student will continue to participate in instruction via distance learning.
2. The list of requests will be pulled for this student on Thursday, September 24th at 12:00pm. The student's schedule will be adjusted and the option changed.
3. The parent/guardian(s) will receive an email on Friday, September 25th, verifying the new option. The student should check their schedule in HAC.
4. The student can begin attending school in person on Monday, September 28th.

[Follow the link below to complete the required form to change your child's learning location.](https://forms.gle/GZyfR5Jxd8j25qicA)

<https://forms.gle/GZyfR5Jxd8j25qicA>