

## School Transition Q&A

### **1. Who do I contact to request a change from MySchool to Traditional or Traditional to MySchool?**

- You will contact your student's guidance department via their direct line or email with SCHOOL CHANGE as subject. Counselors are receiving many requests but will call you back. Please make sure to leave a detailed message. Once you have spoken with a guidance representative, they will send you an email to confirm your request. Changes will not be made until we have final written confirmation from you via return email. Students MUST continue to follow their current schedule until they have received confirmation and a new schedule form their counselor.

### **2. Will my student have the same exact schedule with the switch?**

- No. A change will require a new schedule for your student. They may lose electives and/or specific teachers. This is dictated by the master schedule and who teaches MySchool versus Traditional and when it fits into your student's schedule. We will do our best but want to be clear that the change could affect their classes/teachers.

### **3. When will the change take effect?**

- All requests will be considered by administration and decisions will be made by seat availability in courses. Once approved schedules will be changed for Quarter 2 which begins 10/19/20

### **4. We have significant health concerns. Can the change be sooner?**

- Please share your specific concerns with the counselor and these cases will be addressed by administration.

### **5. We are choosing to move to MySchool. Can we still get a laptop? Can we use our own?**

- Yes to both. Laptops must have a working webcam and microphone as students must have their cameras on during their TEAMS calls for class and be able to answer questions posed by the teacher. If you would like to pickup a laptop, once the shift is made, you will pickup at the front office. If your personal one is not working properly, please pick up a school issued laptop.

### **6. We are choosing to move to Traditional. Do we keep the school laptop?**

- No. You will need to return the laptop to the front office. Please make sure to bring back the charger with the laptop.

### **7. I am a student and wish to switch to MySchool/Traditional.**

- Your parent/guardian must request the change. We cannot accept any requests from students.

### **8. How long do I have to make my decision?**

- All requests must be completed by Friday, September 18<sup>th</sup>. After this date, no other changes will be made until after 1<sup>st</sup> Semester.