



**Khita Pottinger-Johnson**  
*Assistant Superintendent for Elementary Education*

October 26, 2020

Dear NPS Elementary School Families,

I hope that this email finds you and your family well.

I am writing to share information regarding the process to request a change in learning model between hybrid and distance learning. Requests for a change in learning model can be submitted using the Google Form linked below from **Monday, November 2 through Thursday, November 5, 2020**. Parents will be notified of a decision as close to November 24 as possible and any approved change in learning model will take effect on Monday, November 30, 2020. If there are any changes to this date, you will be contacted.

As your family considers making a request, we want you to be aware that approval of a change in learning model will take into account multiple factors and extenuating circumstances, including but not limited to:

- the programmatic service needs of a student;
- the medical situation of a child or household family member;
- an urgent family circumstance (i.e., employment or child care circumstances); and/or
- space availability (classroom capacity while implementing necessary safety and social distancing guidelines).

Please note, in some cases, due to space availability challenges, approval of a change in learning model may require your child to be transferred to a school other than the assigned neighborhood school. This transfer would be temporary, but will continue through the end of the 2020-2021 school year.

When considering making a change request, parents/guardians are advised to consider how a change in learning model may impact their child's overall academic and social development. Parents/guardians should feel free to reach out to the building principal to discuss questions or concerns prior to submitting a request.

To submit a request, please complete the form by using the link [here](#). You only need to complete this form if you wish to **CHANGE** from the learning model your child is currently attending. Please complete one form per student. We are unable to accept forms submitted with information for more than one student.

If you are not requesting a change, no action is required.

Best regards,

Khita Pottinger-Johnson  
Assistant Superintendent for Elementary Education

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