



LIVONIA PUBLIC SCHOOLS

October 30, 2020

Dear Parent(s) or Guardian(s) of Elementary Students,

As shared with families when the Return to Learn plan was approved by the Board of Education, parents will have an opportunity at the trimester point to elect a change in placement (Livonia Virtual or in-person instruction) for their student, if desired.

The purpose of this correspondence is to inform you of the process. Included with this letter are links by which you may indicate your request for your child to move from Livonia Virtual to in-person instruction or from in-person to Livonia Virtual, starting January 4, 2021. While the elementary trimester ends December 4, it has been determined that any transitions would best occur following the two-week holiday break (December 21 - January 3).

If you elect to change the instructional mode for your child, **that decision will remain in effect for the remainder of the 2020-21 school year**. There will **not** be an opportunity to change between the learning modes again later in the year, due to the significant complexity of classroom placements and staffing for these changes. ***Please make sure you have considered both options carefully.***

Please note: If you do not wish to change, you do not need to fill out the form.

The following is an outline of the process by which the change option will be carried out:

- The transfer window will be from October 30 through November 9. During this time, parents who wish to make the change will submit the online form that is contained in this email. Please see links below.
- Again, parents who do not wish to make a change, do NOT need to submit the form.
- Families will receive a placement notification after the close of the change window.
- ***Important:*** the ability to grant your request for your child to return to their home school for in-person learning will be based on availability. Keeping class sizes low is a main priority, for health and safety reasons. Therefore, if you are requesting to leave Livonia Virtual and move to in-person learning, your child's placement may not be at his/her home school. This possibility was shared with parents when options were first announced in August, and in subsequent communications such as the district's FAQ. Please know that the district will make *every effort* to place students in their home schools.
- Movement into a Livonia Virtual classroom may be a move into an existing LV classroom or into a new LV classroom that could be created based on the number of requests for that grade level across the district.
- Requests for movement into and out of magnet schools and programs may not be possible, due to the unique aspects of those programs.

We would like to thank our families, students and our amazing staff for making both in-person instruction and Livonia Virtual work for our students during this very unusual time. It has been an incredible effort by all!

Please see below for the links to the change request, if that applies to your family.

Thanks again for your continued partnership.

Sincerely,

Theresa O'Brien, Chief Academic Officer

William Green, Director of Elementary Programs

Ben Hillard, Livonia Virtual Coordinator

TO MOVE FROM IN-PERSON TO LIVONIA VIRTUAL - [CLICK HERE](#)

TO MOVE FROM LIVONIA VIRTUAL TO IN-PERSON - [CLICK HERE](#)