

Catoosa County Schools  
Transition Requests **School Guidance: Phase 1**  
October, 2020

Elementary:

- No additional information is needed from parents if:
  - Your child attends face-to-face school full time and wishes to remain in that setting;
  - Your child attends digital learning full time and wishes to remain in that setting;
- If you wish for your child's learning environment to change prior to the October 26th transition date, please visit our central enrollment center to complete the needed hardship waiver.
  - We will continue to follow the hardship waiver process for these students.
  - We will make the changes on Thursday for all the waivers approved by noon on Thursday. The changes go into effect on the following Monday.
- If you wish for your child's learning environment to change on October 26th, (from either face-to-face to digital or from digital to face-to-face) then call the school and request the change. No waiver is required for the "end of nine-week" change.
  - There will be a special place on your spreadsheet for you to list these changes. We will NOT know about the changes unless you put them on the spreadsheet so please make sure you are doing this as you receive information.
  - Parents should contact you by Monday, October 19th if they wish to make the change beginning October 26th.
  - Matt and Kim will begin making the roster changes on Tuesday, October 20th so your spreadsheets must be correct.
  - Do NOT remove students from any other area of your spreadsheet. Place those moving to full time digital in the "Students Addition to Digital for 10-26-20" area . Place those that are leaving the full time digital environment in the "Student Withdrawals from Digital for 10-26-20."
- **PreK parents must call the District PreK Office (Gina's office) at 706-965-6067 to request any change to begin on October 26th.**

### Middle School and High School:

- No additional information is needed from parents if:
  - Your child attends face-to-face school in our hybrid environment and wishes to remain in the face-to-face, 4 day school that begins on October 26th. (This will transition to 5 days per week on November 30th.)
  - Your child attends digital learning full time and wishes to remain in that setting;
- If you wish for your child to change their learning environment prior to the October 26th transition date, please visit our central enrollment center to complete the needed hardship waiver.
  - We will continue to follow the hardship waiver process for these students.
  - Schools will make the changes for all waivers approved by noon on Thursday. The changes go into effect on the following Monday.
- If you wish for your child's learning environment to change on October 26th, (from either hybrid face-to-face to full-time digital or from full-time digital to full-time face-to-face) then call the school and request the change. No waiver is required for the October 26th change.
  - Parents will be calling the school to request the change. Each school should develop their own process for keeping up with the calls, getting the changes made in IC, and updating class assignments and teacher rosters. Just make sure all changes are implemented on the October 26th date.
  - Teachers and/or administrators should print grades from IC of any students transitioning into full-time digital. This will allow COA to know their sequence and current performance in each class.
  - The COA application must still be completed and submitted to Dr. Schimpf by Wednesday, October 21st for students who are beginning October 26th in the digital world.

**\*Please contact your child's school no later than Monday, October 19th for all change requests which are to begin on Monday, October 26th.**

**\*\*Learning environment change requests made after October 26th return to the hardship waiver process.**