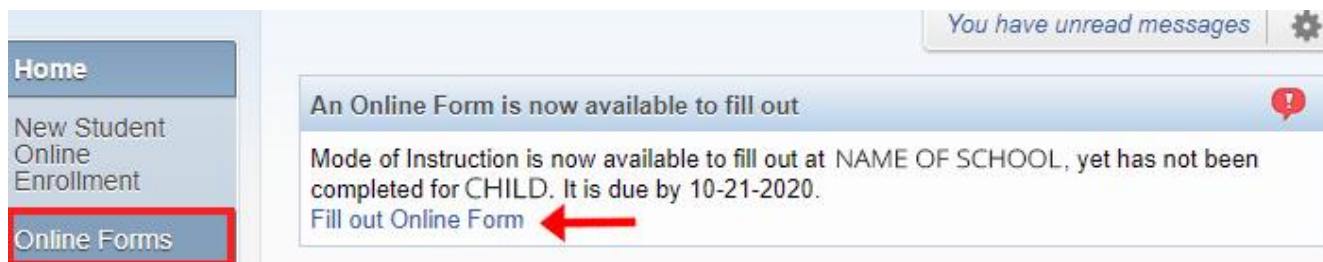


Step-by-Step Instructions to Submit a Learning Mode Transfer Request

Parents/guardians wanting to switch modes of instruction for their child (Virtual Learning Academy to in-person or in-person to the Virtual Learning Academy) have the option to do so during the Texas Education Agency's designated learning transfer windows. [View this calendar](#) to see all the transfer windows and grading periods for the 2020-21 school year.

Those interested in transferring must log in to their Skyward Family Access account to submit the form within that time frame. Specific instructions are below. **You do not need to fill out the form if you want to stay in your current learning mode.**

1. Once you log into the parent portal, you'll see "Online Forms" in the left-hand navigation.
2. Select "Online Forms" and choose "Fill Out the Online Form" for your student(s)



3. Select "Mode of Instruction Choice Form"
The following information is prepopulated: student information (Name, School Info, and ID) and current mode of instruction.
4. To change modes of instruction, choose your preferred mode of instruction (In-Person or Virtual) from the drop-down box.

Home

New Student Online Enrollment

Online Forms

Calendar

Gradebook

Student Info

Schedule

Fee Management

Graduation Requirements

Career Plans

Endorsements

Report Cards

Skylert

Health Info

Login History

Mode of Instruction

Step 1. Mode of Instruction (Required)

Please complete this form to **CHANGE** the mode of instruction that your student is currently receiving (In Person to Virtual or Virtual to In Person) You do not need to submit this form if you are not changing your current mode of instruction.

Por favor complete este formulario para **Cambiar** el modo de instruccion de lo que su estudiante esta recibiendo actualmente (en persona a virtual o virtual a en persona). No necesita completar este formulario si no esta cambiando su modo de instruccion ac

[Print](#) [View Full Screen](#)

Student Name: Grade: ID:

Please complete this form to **CHANGE** the mode of instruction that your student is currently receiving (to In Person). You do not need to submit this form if you are not changing your current mode of instruction.

Por favor complete este formulario para **CAMBIAR** el modo de instruccion de lo que su estudiante e. persona a virtual o virtual a en persona). No necesita completar este formulario si no esta cambiando actual.

Mode of Instruction/Modo de instruccion:

Requested by/Solicitado por:

Date/Fecha:

District Message

1. Mode of Instruction

2. Complete Mode of Instruction

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

5. Complete the "Requested by" field and include the date of request.

Mode of Instruction

Step 1. Mode of Instruction (Required)

Please complete this form to CHANGE the mode of instruction that your student is currently receiving (In Person to Virtual or Virtual to In Person) You do not need to submit this form if you are not changing your current mode of instruction.

Por favor complete este formulario para Cambiar el modo de instruccion de lo que su estudiante esta recibiendo actualmente (en persona a virtual o virtual a en persona). No necesita completar este formulario si no esta cambiando su modo de instruccion ac

Print View Full Screen

Student Name: CHILD'S NAME Grade: # ID: ID NUMBER

Please complete this form to **CHANGE** the mode of instruction that your student is currently receiving to In Person). You do not need to submit this form if you are not changing your current mode of instruction.

Por favor complete este formulario para **CAMBIAR** el modo de instruccion de lo que su estudiante esta recibiendo actualmente (en persona a virtual o virtual a en persona). No necesita completar este formulario si no esta cambiando su modo de instruccion actual.

Mode of Instruction/Modo de instruccion: Virtual

Requested by/Solicitado por:

Date/Fecha:

Previous Step Next Step

Close and Finish Later

District Message

1. Mode of Instruction

2. Complete Mode of Instruction

1. At the bottom of the screen, click on "Complete Step 1" and move on to Step 2."
2. Select "Submit Mode of Instruction" to submit and save your choice.
3. Once you submit your request, you will be taken to the confirmation page and receive an email confirming your submission.

Home

New Student Online Enrollment

Online Forms

Calendar

Gradebook

Student Info

Mode of Instruction

✔ Mode of Instruction was **successfully completed** and submitted to the district for CHILD on DATE SUBMITTED by PARENT/GUARDIAN.

Go back to review completed steps

Mark Mode of Instruction as not completed and make changes