



October 30, 2020

Dear Parent(s) or Guardian(s) of Middle and High School 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 semester point to elect a change in placement (Livonia Virtual or in-person instruction) for their student, if desired.

The purpose of this letter is to inform you of the request-for-change process. Attached to this letter are links on which you may indicate a request for your child to move from Livonia Virtual to in-person instruction or from in-person instruction to Livonia Virtual. No action is required if you wish your child to remain in their current mode of instruction.

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.

If you wish to request a change, the notes below provide an outline of the process to be followed:

- Attached to this letter are links to request your change. Select the link that applies to your request. The reply window will be from October 30 through November 9.
- Parents of secondary students will be notified through email or by phone regarding the resolution of their request. Those notifications will be made by mid-January 2021.
- ***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.
- Due to the unique content and instructional aspects involved, requests for movement into and out of advanced and magnet programs such as LCTC, MACAT, MSC, Global Education, and CAPA may not be possible to be honored.

We will continue to make every reasonable effort to accommodate the requests we receive and would like to express our sincere gratitude for the patience and understanding that has been

shown through this process during the first semester. Thank you for your partnership through these times of change.

Sincerely,

Theresa O'Brien, Chief Academic Officer

Daniel R. Willenborg, Director of Secondary 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](#)