We've had a very positive start! Thank you for being prepared and patient. As we all get acquainted with a new way of learning, it is important to allow time for adjustment to the routines and expectations. We know you committed to the model that would be suit your family. In the event you need to request a change from Distance Learning to Brick and Mortar or vice versa, our process is outlined below.

1. Follow the link below to complete the require form to change your child's learning location.

   [Learning Location Change Request Form]

   a. If requesting a move to Distance Learning, please watch our distance learning video for an overview of responsibilities and expectations: https://www.stjohns.k12.fl.us/online-learning/.

   b. If requesting a move to Brick and Mortar, loaner devices provided by the school will be collected.

2. The list of requests will be pulled every week on Thursday at 3 PM and reviewed by School Administration.

3. Families will be advised of decisions on Tuesdays.

4. Students will continue participating in their current model until notified of the new placement start date.

Change Request Received	Earliest New Option Beginning Date
September 14 – September 17 by 3 pm	September 28
September 18 – September 24 by 3 pm	October 5
September 25- October 1 by 3 pm	October 12
October 2- October 8 by 3 pm	October 19
October 9 – October 15 by 3 pm	October 26
To begin 2nd quarter as Brick and Mortar, please request change between Oct 16th and October 29th, Students should plan on beginning Brick and Mortar on Monday, November 2.	

5. Please note that a schedule change and/or teacher change may be necessary when a student moves from one model to another.

6. Brick and Mortar students should bring school supplies when they return. See School Supply Lists located on the School Website: https://www-mca.stjohns.k12.fl.us/

   If you have any questions, please contact the school at 904-547-3720.