

SHAMONG TOWNSHIP SCHOOL DISTRICT

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District Web Page:
www.shamongschools.org

PROCESS FOR CHANGE REQUEST FOR INSTRUCTIONAL MODEL (Hybrid vs Remote) OR TRANSPORTATION OPTION

To request a change in your child's instructional model (Remote to Hybrid; Hybrid to Remote),

- Go to District Website's home page, www.shamongschools.org
- Click on the link Instructional Model and Transportation Change Request Forms
- Click on the link for Instructional Model Change for your child's school
- Complete the fields listed, including any preferred Cohort if changing from Currently Remote to Hybrid A or B Cohort
(Please be aware that the Cohort will be assigned by the principal based on space and availability and the preferred option indicated may not be available)
- If changing to Hybrid from Remote, please be sure to include the transportation option in the last field of the form.
- A separate change form must be submitted for each child
- All requests for change in instructional model must be completed electronically online

To request a change in your child's transportation option,

- Go to District Website's home page, www.shamongschools.org
- Click on the link Instructional Model and Transportation Change Request Forms
- Click on the 'Click Here' link under Transportation
- Complete the fields listed, indicated whether the change is from No Bus Required to Bus Required or Bus Required to No Bus Required
- A separate change form must be submitted for each child
- All requests for change in instructional model must be completed electronically online

**Please note that changes must be received by the 20th of the month
and will be effective the first Monday of the following month,
and remain in effect unless another change is submitted
(i.e.....changes received by 10/20/20 will be effective 11/2/20)**