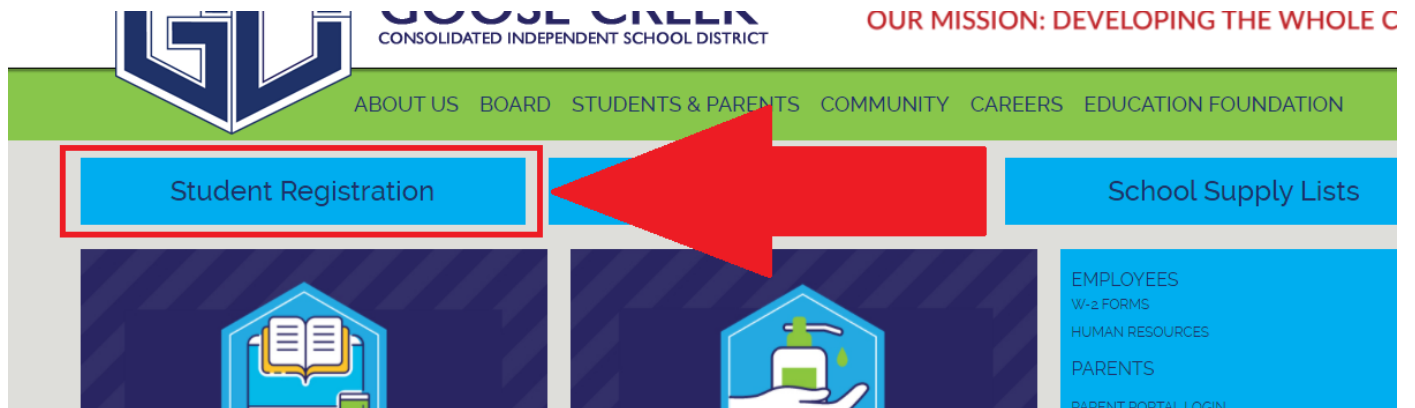


Instructions for Changing Method of Instruction

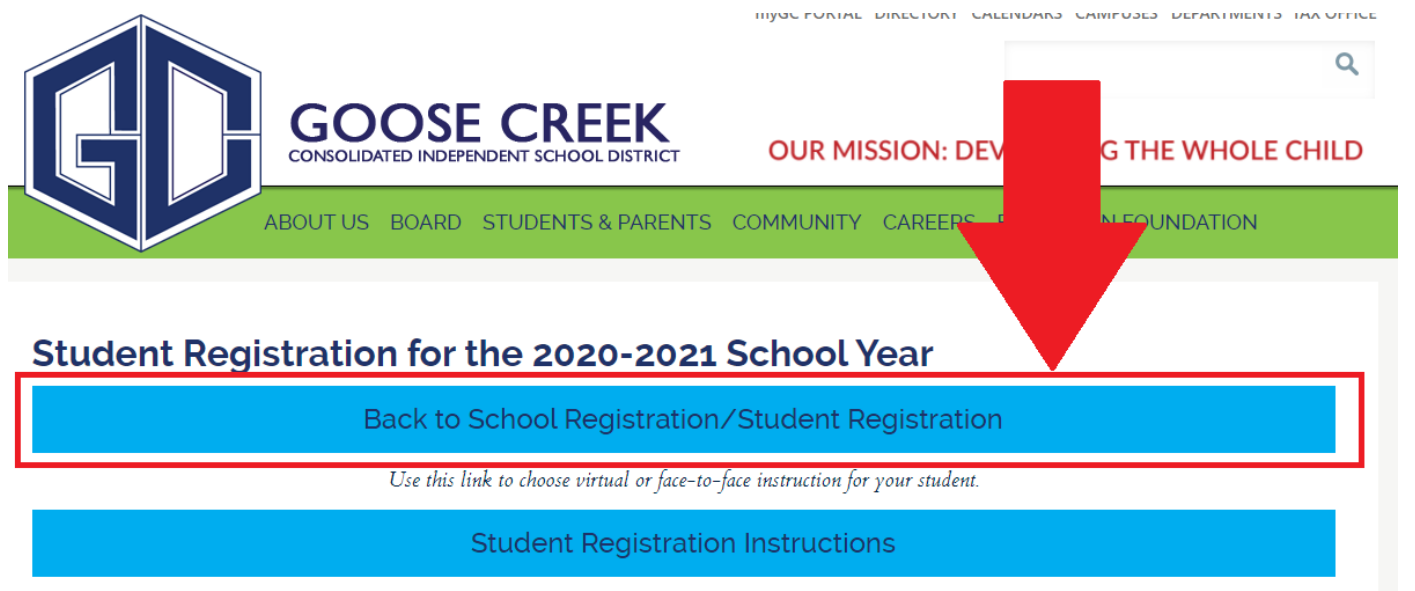
Step 1:

- Please go to <https://www.gccisd.net>
- From here select the linked "Student Registration"



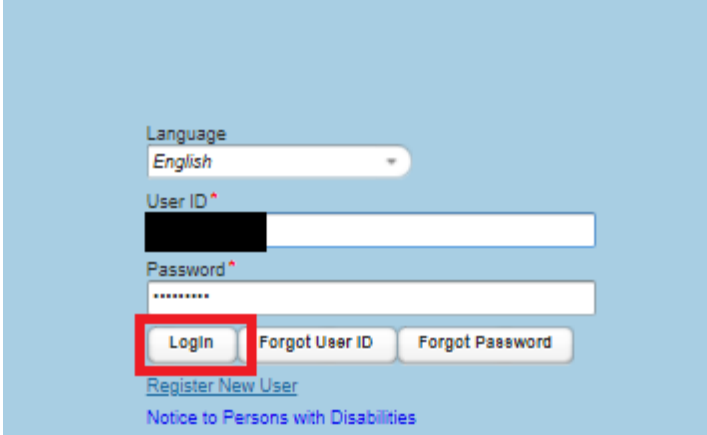
Step 2:

- Select the link "Back to School Registration/Student Registration"



Step 3:

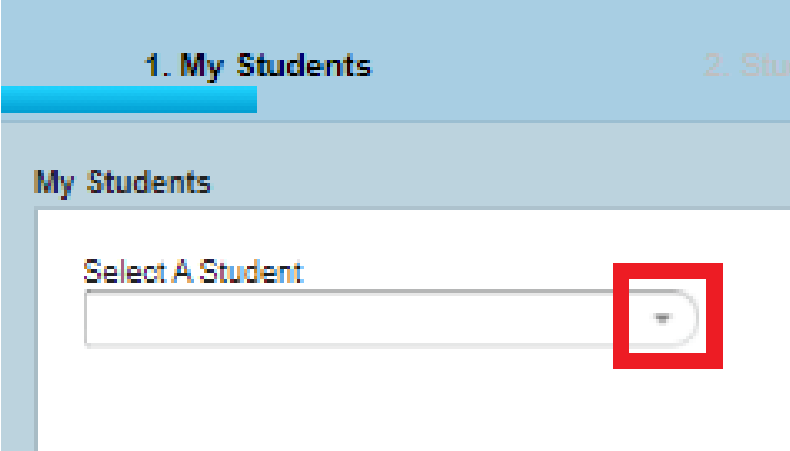
- Login with your User ID and Password for Online Registration
- The direct link for this page is: <https://teams.gccisd.net/registration/#!login>



The screenshot shows a login form on a light blue background. At the top, there is a 'Language' dropdown menu set to 'English'. Below it are two input fields: 'User ID' (with a red asterisk) and 'Password' (with a red asterisk). The 'User ID' field contains a blacked-out name. Below the password field are three buttons: 'Login', 'Forgot User ID', and 'Forgot Password'. The 'Login' button is highlighted with a red square. Below the buttons are two links: 'Register New User' and 'Notice to Persons with Disabilities'.

Step 4:

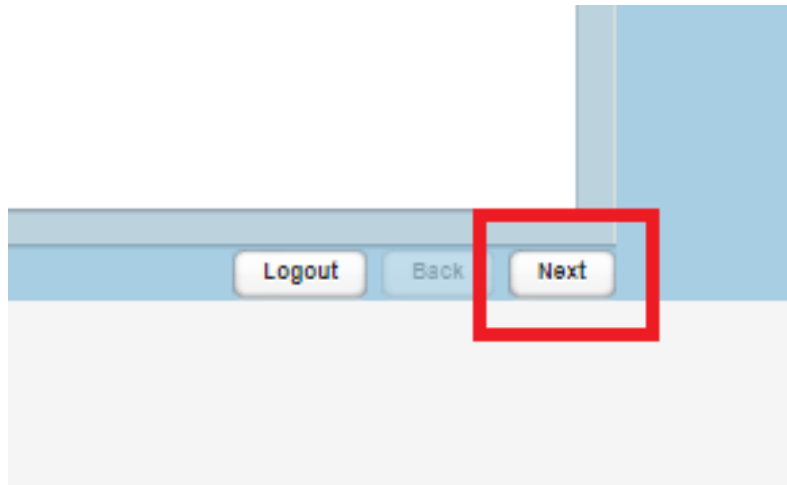
- Once you are logged in, select the arrow to select the student you wish to change their method of instruction
 - Please note: If you have multiple children, you will need to repeat these steps for each child. (Steps 3-9)



The screenshot shows a web interface with a blue header. The header has two tabs: '1. My Students' (active) and '2. Student'. Below the header is a section titled 'My Students'. Inside this section, there is a text label 'Select A Student' followed by a dropdown menu. The dropdown menu is currently empty, and a red square highlights the downward-pointing arrow on the right side of the menu.

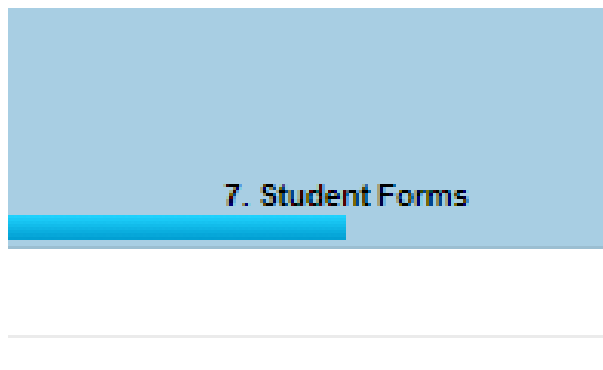
Step 5:

- Select “Next” at the bottom right of your screen after you have selected a student.



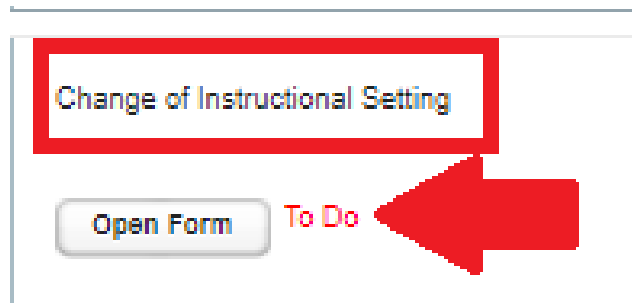
Step 6:

- Proceed to the tab labeled “Student Forms” by click “Next” (you will need to click “Next” a few times to get to the Student Forms page)
- You do not need to refill out any of the other online registration pages to submit this form.



Step 7:

- Look for the form named “Change of Instructional Setting” (The form should be at the **TOP** of the page)



Step 8:

- Select “Open form” to bring the form forward to fill out.
- Select the arrow to select your method of instruction that you wish to switch to, either virtual or face-to-face.
- Select “Submit”

Change of Instructional Setting

Change of Instructional Setting During Covid-19

Parents/Guardians are able to request a change in the method for instructional delivery for their child at the beginning of a new grading period by selecting the instructional setting below.

Deadlines:

- Sept 16 - Oct. 2 for changes to take effect at the beginning of the 2nd six weeks on October 9, 2020
- Oct. 3-Nov. 4 for changes to take effect at the beginning of the 3rd six weeks on November 12, 2020
- Nov. 5-Dec. 11 for changes to take effect at the beginning of the 4th six weeks on January 5, 2021
- Dec. 12-Feb. 16 for changes to take effect at the beginning of the 5th six weeks on February 25, 2021
- Feb. 17-April 15 for changes to take effect at the beginning of the 6th six weeks on April 26, 2021

Requirements for 100% Virtual At-Home Instruction:

- I understand that my child will not be able to opt out of 100% virtual instruction until the end of the next six weeks grading period.
- I understand that registering for 100% virtual at-home instruction means that all work will be completed and submitted through the internet. Paper packets will not be provided for completion.
- I agree that my child will log into their virtual classroom every day to attend class and follow the daily school schedule.
- I understand that I am accountable for my child's attendance each day and truancy guidelines still apply.

Requirements for Face to Face Instruction:

- I understand that my child will adhere to all the guidelines outlined in the GCCISD Safe Return to School plan, which includes wearing a mask and practicing social distancing.
- I understand that my child will not be able to opt out of face to face instruction until the end of the next six weeks grading period.
- I understand my child may be assigned to a different teacher, if necessary, to help maintain student safety.

I agree I am registering my child, [REDACTED], to receive:

[REDACTED]

09/15/2020

Step 9:

- Verify you completed the form with the green “Complete” text.
- You will **NOT** need to **resubmit online registration** for the answers on your form to be submitted.

