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

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)
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”
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.