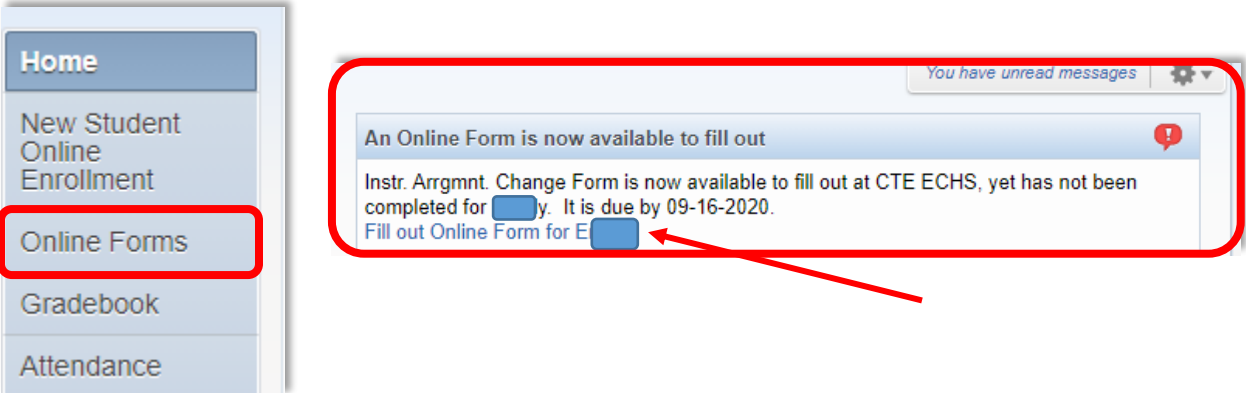


Family Access: Steps for Completing the Instructional Arrangement Change Form

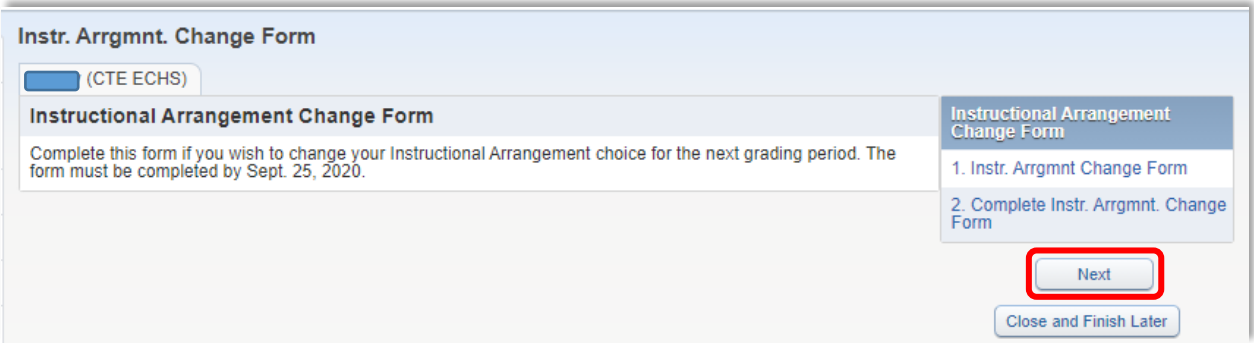
Instructional Arrangement Change Forms will be available online at least two weeks prior to a grading period and will be available for one week.

Step 1: Log into your Family Access account in Skyward. If you do not know your login information, call the campus main number.

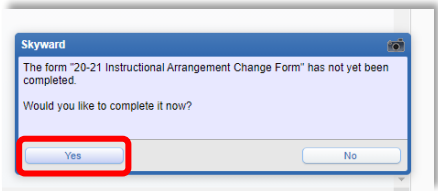
Step 2: You may click on **Online Forms** on the navigation menu on the left side of the screen. You will also see a message on the Home page of Family Access indicating an Online Form is available to fill out. The due date is shown in the form message. You can access the form by clicking on "Fill out Online Form for ..."



Step 3: Read the Message on the screen and click the **Next** Button



Step 4: The following message will pop up. Click **Yes** to continue.



Step 5: Select the Instructional Arrangement of your choice, enter your name and today's date.

Instr. Arrgmt. Change Form
(CTE ECHS)

Step 1. Instr. Arrgmt Change Form (Optional)

Name: Gender: Grade/Grad Yr:

Save
Save and Print
Back

View Full Screen

Instructional Arrangement Change Form

1. Instr. Arrgmt Change Form
2. Complete Instr. Arrgmt. Change Form

Previous Step Next Step

Close and Finish Later

**Galena Park Independent School District
Instructional Arrangement
Change Form**

**Formulario de Cambio de Plan de
Instrucción Distrito Escolar
Independiente de Galena Park**

Student Other ID /ID Escolar: Grade/Grado: Campus/Escuela:
CTE ECHS

*Please select the Instructional Arrangement you want your child to have for the next grading period: *Seleccione el plan de instrucción que desea que tenga su hijo para el próximo periodo de calificaciones:*

*Parent/Guardian Signature/Firma del Padre/Tutor:

*Date/Fecha:

Back-to-School Instructional Arrangement Options:
Opciones de Plan de Instrucción para el Regreso a Clases:

On-Campus
My child will attend regular school. I know the district will implement measures to help if there is a closure or my child is absent for any reason, my child will be expected to do so, I understand my child will not be marked absent.
En la escuela
Mi hijo/a asistirá a la escuela regular. Sé que el distrito implementará las medidas a los estudiantes. Comprendo que si hay algún cierre o mi hijo/a falta por cualquier razón, complete el trabajo de manera virtual. Al hacer esto, entiendo que mi hijo/a no será marcado como ausente.

100% Remote Learning (Virtual Instruction)
My child will be a Remote Learner. I understand that means my child will need to complete and submit work daily; via a computer. My child and I will have access to contact the teachers for assistance as needed. I understand if this is selected, students may not be allowed to switch back to regular school until the end of a grading period.
Aprendizaje remoto 100% (Instrucción virtual)
Mi hijo/a será un estudiante remoto. Comprendo que esto significa que mi hijo/a tendrá que completar y enviar trabajo diariamente a través de una computadora. Mi hijo/a y yo tendremos acceso para contactar a los maestros para recibir ayuda según sea necesario. Comprendo que si selecciono esto, es posible que a los estudiantes no se les permita volver a la escuela regular hasta el final de un periodo de calificaciones.

On-Campus/En la Escuela
100% Remote Learning (Virtual Instruction)/Aprendizaje remoto (instruccion virtual)

Opciones de Plan de Instrucción para el Regreso a Clases:

Step 6: You may **Save** or **Save and Print** the document for your records, but it is not required. Click **Next Step** to continue with the form.

Step 1. Instr. Arrgmt Change Form (Optional)

Name: Gender: Grade/Grad Yr:

Save
Save and Print
Back

View Full Screen

Instructional Arrangement Change Form

1. Instr. Arrgmt Change Form
2. Complete Instr. Arrgmt. Change Form

Previous Step **Next Step**

Close and Finish Later

**Galena Park Independent School District
Instructional Arrangement**

Step 7: Click **Submit Instr. Arrgmt. Change Form**. This completes all your steps.

Review Instr. Arrgmt. Change Form Steps

Step 1) Instr. Arrgmt Change Form

Guardian Name: Guardian Address:

Submit Instr. Arrgmt. Change Form