

{Student name}  
{Student number}

**Dear Parent/Guardian:**

In order to best meet the needs of our eLearners, as well as the requirements of the Florida DOE Order No. 2020-EO-07 and FS 1003.21 FL Compulsory Education, we must review student progress to determine the most appropriate learning modality for each of our students.

We realize that there are many individual circumstances that may have led to your decision to select eLearning as your student’s preferred learning modality. However, after a thorough review of {Student Name}’s grade level progress, we have deep concerns with your student continuing as an eLearner. The success of each of our students is of the utmost importance to us.

After reviewing your student’s attendance, academic records, and progress to date; our team is requiring that {Student Name} transition to the in-person Brick and Mortar learning modality. We have determined that your student would have the best opportunity for success by being on campus with access to face-to-face interaction with teacher and peers, continuous progress monitoring by teacher with immediate feedback, on campus tutoring, and a focused academically stimulating environment.

The following have been reviewed and have contributed to this determination:

- Grades
- Attendance (your student missed \_\_\_\_\_ days of school from August through January)
- Progress Monitoring (\_\_\_\_ Reading Plus Score) (\_\_\_\_ MAP Score)
- Social Emotional Concerns
- Class Conduct/Engagement

Your student currently has a grade of a “D or F” in the following classes:

Subject	Teacher	Subject	Teacher

Please contact {Contact person’s name} at {XXX-XXX-XXXX} to schedule an intake meeting for your student to begin in-person Brick and Mortar learning by {Date}.

Sincerely,

{Principal Name}  
{School Name}

**If you are refusing to follow this directive you must sign and return this form in order for you student to maintain participation in eLearning.**

I, {Parent Name}, parent of {Student Name}, have been informed that my student is not making adequate progress as an eLearner and may be retained and/or not graduate. After conferencing with my student’s case manager and reviewing my student’s attendance, academic records and progress to date, I have decided against advisement and elect to have my student continue with eLearning as their chosen learning modality.

Parent Name: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Dear Parent/Guardian,

We realize that there are many individual circumstances that may have led to your decision to select eLearning from school @Home for your child. According to Florida DOE Order No. 2020-EO-07 and FS 1003.21 FL Compulsory Education, we must review student progress to determine the most appropriate learning modality for each of our students.

The following expectations have been evaluated and your child has not met one or more of the following requirements as an eLearner:

- maintain a “C” or better in all core subjects (English Language Arts, Math, Social Studies, and Science)
- achieve a Proficiency rating on the most recent i-Ready Diagnostic in both Reading and Math
- have no more than 5 unexcused absences within a nine-week period (Students are considered absent when their monitor is dark/off or if they continually fail to answer when called on by the teacher)

**According to your child’s most recent progress monitoring data, your child needs to report to in-person learning. Upon returning, an Individual Problem-Solving Team (IPST) will convene to discuss academic supports that will be put in place.**

**Your child is not making adequate progress in the following areas:**

- 1. Grades:** English Language Arts \_\_\_\_\_ Math \_\_\_\_\_ Social Studies \_\_\_\_\_ Science \_\_\_\_\_
- 2. Reading i-Ready:** On-grade level \_\_\_\_\_ Below grade level \_\_\_\_\_
- 3. Math i-Ready:** On-grade level \_\_\_\_\_ Below grade level \_\_\_\_\_
- 4. Attendance (participation and engagement):** Unexcused Days \_\_\_\_\_

Based on the Student Progression Plan, the above data indicate that at this time your child is not meeting the academic expectations as set forth by the Florida Standards and could be in jeopardy of being retained in their current grade level AND/OR is not meeting the attendance requirements. Please contact the principal as soon as possible to discuss your child’s return to in-person learning.

Sincerely,

Principal  
(Insert Contact Information)



I \_\_\_\_\_ am aware of my child’s progress.  
(name of parent)

My child will return to brick and mortar on \_\_\_\_\_.

My child will remain an eLearner, against the advisement of the school and I take full responsibility for providing the structures and support s/he needs to continue with eLearning. (The school will continue to monitor your child’s progress, and if it continues to decline, an additional request for in-school learning will occur immediately).

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)