



SCECINA MEMORIAL HIGH SCHOOL

Requesting changes to Cohort assignments

To ensure the safety of all learners and educators, and in order to ensure that we have the physical capacity to welcome students into new Cohorts, please follow these guidelines:

- Requests require approval from Scecina's administration.
- Submit requests to onlineoption@scecina.org. Please detail the reason(s) for your request in your message.
- Requests for placement **into** Cohort A or B **from** Cohort C must be made 2 school days in advance of the desired start date.
- Requests for placement **into** Cohort A or B **from** Cohort B or A must be made 2 school days in advance of the desired start date.
- Requests for placement **into** Cohort C **from** Cohort A or B, **due to a change in symptoms or COVID-testing status**, can be made with notification to the school office that morning from a parent or guardian.
- Requests for placement **into** Cohort C **from** Cohort A or B, **for reasons NOT related to a change in symptoms or COVID-testing status**, must be made 2 school days in advance of the desired start date.
- Students may not enter Cohort A or B until formal notification from Scecina is provided to the parent or guardian.
- Any change in cohort will last for a minimum of two weeks.