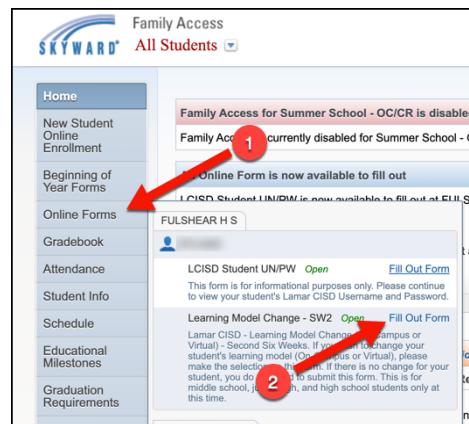


# Learning Model Change Form

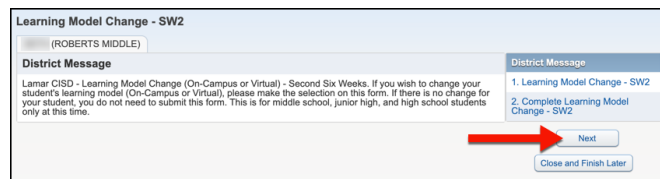
For information on how to access Skyward Family Access or how to access your guardian username or password, please visit <https://www.lcisid.org/students-parents/family-access>.

1. Login to the Skyward Family Access Center and click on the “Online Forms” menu option.

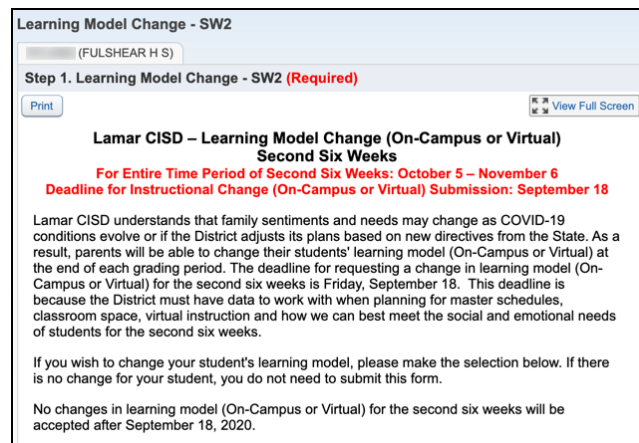


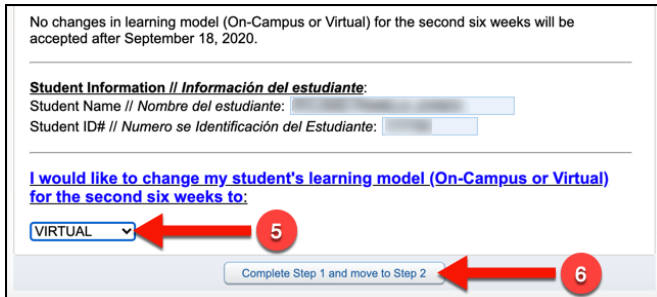
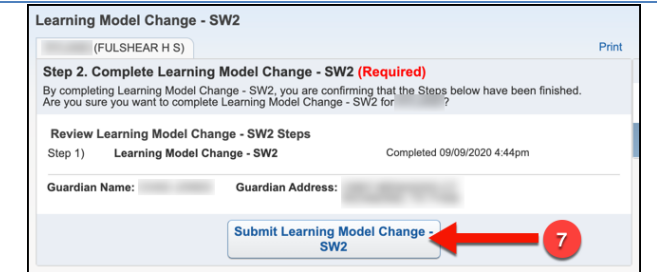
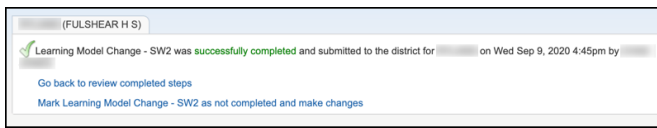
2. Click on the “Fill Out Form” button for the Learning Model Change form.

3. Read the summary information of the “Learning Model Change” and click the “Next” button on the right side of the screen.

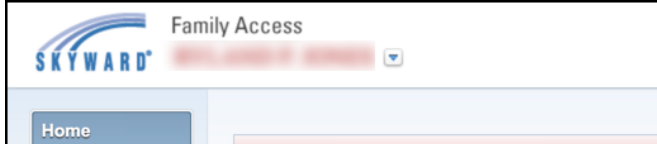
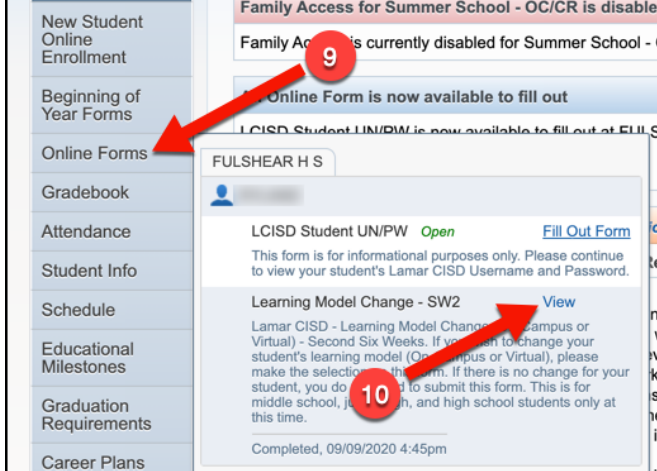


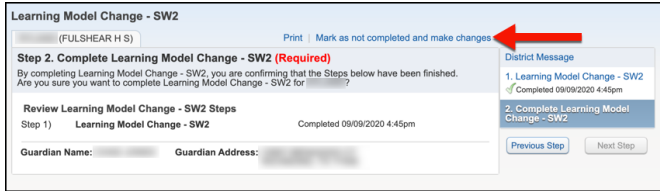
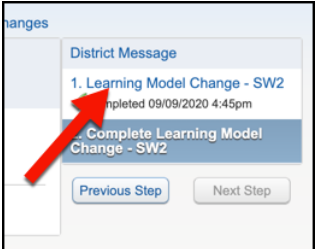
4. Read through the information regarding making a change to your student’s learning model for the upcoming grading period.



<p>5. Select the type of learning model (On-Campus or Virtual) you would like to switch your student to for the upcoming grading period.</p>	
<p>6. Click the “Complete Step 1 and move to Step 2” button at the bottom of the page.</p> <p>If you cannot see this button, try maximizing your Internet browser window.</p>	
<p>7. Click the “Submit Learning Model Change” button at the bottom of the Step 2 screen.</p>	
<p>8. You will see a verification message that you have successfully completed the Learning Model Change form for your student for the upcoming grading period.</p>	

If you need to change your response before the grading period deadline, follow the steps below.

<p>9. Login to the Skyward Family Access Center and click on the “Online Forms” menu option.</p>	
<p>10. Click on the “View” button for the Learning Model Change form.</p>	

<p>11. Click on the “Mark as not completed and make changes” button in the top right corner of the form summary page.</p>	
<p>12. Click “1. Learning Model Change” in the right side menu.</p>	
<p>13. Click the “Edit Step 1” button at the bottom of the page.</p> <p>Complete steps 5 – 8 again to resubmit your Learning Model Change form.</p>	