



# CLIFFSIDE PARK SCHOOL DISTRICT

## RE-OPENING PLAN

### SEPTEMBER 2020

#### APPENDIX B-1

#### APPLICATION FOR WITHDRAWAL FROM ALL-REMOTE PROGRAM

#### Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 5 calendar days before the student is eligible for in-person services.
2. A student is only eligible to transition from full-time remote learning to in-person services commencing within 14 school days after receiving written approval or at the discretion of the Principal.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
  - a. The student's name, school, and grade;
  - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least 14 school days in remote learning before being eligible to transition into the school district's in-person program.
  - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the



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student a written approval of the student entering the school district's in-person program.

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.



**CLIFFSIDE PARK SCHOOL DISTRICT  
RE-OPENING PLAN  
SEPTEMBER 2020**

**APPENDIX B-2  
APPLICATION FOR WITHDRAWAL FROM ALL-REMOTE PROGRAM  
**COMPLETE A SEPARATE FORM FOR EACH CHILD****

**(PLEASE PRINT)**

DATE OF APPLICATION \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

ADDRESS/TOWN \_\_\_\_\_ APT NO. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

PARENT/GUARDIAN EMAIL ADDRESS \_\_\_\_\_

I WOULD LIKE TO ENTER MY CHILD INTO THE CLIFFSIDE PARK SCHOOL DISTRICT'S IN-PERSON HYBRID PROGRAM WITH THE UNDERSTANDING THAT THERE IS A 14 DAY WAITING PERIOD OR A PERIOD DETERMINED BY THE BUILDING PRINCIPAL. IN THE MEANTIME, I UNDERSTAND THAT MY CHILD SHOULD CONTINUE ALL-REMOTE LEARNING OR WILL BE MARKED ABSENT;

\_\_\_\_\_  
(DATE OF WITHDRAWAL REQUEST)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

Please mail, email or hand deliver a copy of this application to:  
Michael J. Romagnino, Superintendent of School, 525 Palisade Avenue, Cliffside Park, NJ 07010 or EMAIL: [mjr@cliffsidepark.edu](mailto:mjr@cliffsidepark.edu).