



West Canada Valley Central School District

Committed to preparing responsible, caring and productive citizens.

DONALD J. SHEPARDSON
Superintendent

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Business Manager
District Treasurer

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Elementary Principal

GLENN M. BROADBENT
Middle/High Principal

EDMUND DOUGHERTY
Director of Special Programs
Athletic Director

FELIX W. RAY JR.
Transportation Supervisor

October 13, 2020

Dear Parents/Guardians:

As we approach the end of our first ten weeks of school, parents and/or guardians are able to reexamine their child's educational plan for the remainder of the school year. At this time, parents and/or guardians will be able to request a one-time change to their child's educational plan that will be in effect for the remainder of 2020-2021 school year. For the high school, this means that the student can request to switch from virtual to hybrid or vice versa. In the elementary school, students will still have three available options to choose from: in-person full day model, hybrid half-day model, or the distance learning model.

It is important to understand that any change in a student's educational plan could result in a change in the student's teacher for the elementary school students and may limit the availability of classes at the high school level. All requests to change the student's educational plan **must be received by the school no later than November 2nd** in order to ensure ample time to adjust student schedules prior to the start of the second marking period. Requests must be sent in writing or via email to your building principal (cholmes@westcanada.org or gbroadbent@westcanada.org).

Please contact your child's principal and/or counselor with any questions regarding changing your child's educational plan. You do not have to respond to this letter if you choose not to change your child's educational plan. **No further changes to a student's educational plan will be honored after the November 2nd deadline for the entire 2020-2021 school year.**

D.J. Shepardson- Superintendent of Schools
West Canada Valley CSD

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