



*Serving With Pride The  
Township of Manalapan  
and the  
Borough of Englishtown*

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**John J. Marciante, Jr., Ph.D.**

*Superintendent of Schools*

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Dear Parent(s)/Guardian(s):

Due to the current data and predictions regarding the virus, it is reasonable to assume that the hybrid model of in-person instruction will remain in place for the immediate future and our ability to transfer from the Virtual Academy to the Hybrid Program will continue to be impacted by the limits imposed by the social distancing requirement. As we approach the end of first trimester, we will attempt to address any transfer requests using the following procedures that were outlined in September:

1. The transfer window will open on **Tuesday November 17th** and close on **Tuesday November 24th at 4:00 PM.**
2. During this window, parents should send an email to their child's building principal requesting either a transfer from the Hybrid program to the Virtual Academy/Virtual option or from the Virtual Option to the Hybrid Program. If you have already requested a transfer it will be honored by the principal.
3. On Tuesday December 1st, Principals will begin informing parents as to whether or not the district can implement the requested transfer.
4. We anticipate that students would begin in their transferred program on Wednesday December 9th.

If in the future the district determines that it is appropriate to shift to a 5 day in-person schedule without social distancing for all grades, there will be an opportunity for all parents to request a transfer either out of the hybrid program or into the 5 day in-person program.

If you have any questions, please feel free to contact my office.

Sincerely,

John J. Marciante, Jr., Ph.D.  
Superintendent of Schools