Rockford Public Schools

Quality Community – Quality Schools

Together Building a Tradition of Excellence

Trimester Change of Placement Registration Directions

Registration Window: 8:00 am on Tuesday, October 20th to 8:00 am on Thursday, October 22nd.

*As a reminder, only complete this registration process if you are requesting a change of placement for your child(ren) from their current first trimester setting. The two change of placement scenarios are as follows:

1. Your child is currently enrolled in Rockford Virtual and you are requesting a face-to-face (in person) placement at the home building.

Or

2. Your child is currently enrolled in face-to-face (in person) and you are requesting a placement in Rockford Virtual.

Change of Placement Registration Directions:

1. Log into Family Access
2. Click on “Online Forms”
3. Select “Trimester Change of Placement”
4. Choose the desired trimester placement
5. Click Complete Step #1 at the Bottom of the Form
6. Click “Submit Trimester Change of Placement”

*Reminder: The form must be completed for each child requesting a change of placement.