

Dear Greenwood Families,

Now that we are past April break, many of you are beginning to think about your child moving up to the next grade level. With that comes many questions about student placement. I am writing to explain the placement process so that you will have an understanding as to how decisions are made.

Please know that this is a thoughtful process, and our greatest priority is to create healthy and productive learning environments where children can work together academically and socially. This is done by creating heterogeneous classes that are balanced in a variety of ways. A few of our considerations when building classrooms are learning styles, social maturity, level of academic independence, ability levels, and supportive peer groups. Your child's current teacher has a year's worth of up-to-date, rich information and insight about how your child functions in the classroom setting. That information, combined with assessment data and input from other specialists, provides the basis for placement.

If your child asks about class placement, please reinforce that placement decisions are the responsibility of the teachers and the principal. I also ask that you refrain from conversations with teachers that may place undue expectations on them and impact the fairness of the placement procedure. My experience has been that children adapt to new classroom environments extremely well, and our teachers are highly qualified and work to meet the needs of all learners. However, occasionally there are circumstances that require special consideration, which we approach on a case-by-case basis.

If you would like to share specific thoughts or concerns regarding your child, please complete and submit the Optional Class Placement Questionnaire to the Greenwood Office by **Monday, May 13th**. If you choose to complete the form, please describe your child as a learner and identify the type of classroom you believe they would most benefit from. **Please do not make a request for a specific teacher.** If there is a documented history of your child struggling socially with another student and you do not want them placed in the same classroom, please communicate this concern directly to me and I will do my best to honor the request.

Please know that the entire staff works incredibly hard to honor this process so that we create well balanced classrooms for the children. Thank you for your support, and if you have any questions, feel free to contact me via phone or email.

Sincerely,

Tiffany Back
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