# Memorial Elementary School

April 13, 2018

Dear Parents/Guardians,

The staff and administration are beginning the process of placing your child(ren) for the 2018-2019 school year.  The following general guidelines are used to establish balance and compatibility in classrooms.  All classes are constructed with a combination of children who will work well as a whole group.  A team consisting of your child's current teacher, classroom teachers at that grade, the guidance counselor, the reading specialist, specialists and administration, determines placement in each classroom.  The placement team has the responsibility for making specific decisions about each child's classroom for next year based on all available and appropriate data.  The number of students, boys and girls, those receiving additional support, as well as an even distribution of ability levels, are considered during the placement process.  It is our hope that you will support this process and feel confident that your child will have every opportunity for success when the final assignments for next year's classes are complete.

**Please be aware that we do not take teacher requests as these requests make it difficult to maintain the integrity of class configurations.  For the same reason, except for extreme circumstances, we do not honor peer inclusion/exclusion requests**.  However, if you would like to share information that your child(ren)'s current teacher or placement team does not have, please feel free to do so on the form below, and return it to Lisa Pleat (guidance counselor) by **Friday, May 4, 2018.**

We appreciate your understanding as we strive to provide the best placement for all of our students.

Sincerely,
Phil Schappler                                                      Pam Ilg
Principal                                                             Assistant Principal

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Child's Name: _____  Current Grade/Teacher : _____

Parent's Name: _____

Information about my child: