

Gorham Middle School Placement Request Protocol

Guiding Principles:

- Team placements are made with academic, social, and logistical considerations in mind.
 - Changes will only be made for significant academic, social-emotional, or logistical reasons, not personal preferences.
 - Requests will be reviewed on a **case-by-case basis**.
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Timeline for Team Change Requests

1. Pre-Step-Up Day (Team Placement Process) – April-May

- Teams are created based on a **balance of academic needs, special education services, social dynamics, and class sizes**.
- Input is gathered from **teachers, counselors, and administrators** to ensure thoughtful placement.
- Parent requests regarding any concerns they have or considerations they would like us to make regarding placements must be submitted **before May 15**. Each request will be considered, but not guaranteed.

2. Team Change Request Window (Post Step-Up Day)

- The team change request window will occur after step-up day until the last school day of the year.
- **Families may submit a Team Change Request Form ([LINK TO FORM](#))**
- Requests that will be considered must clearly state a **valid reason**, such as:
 - Academic support needs (IEP/504 alignment)
 - Social-emotional concerns
 - Significant past negative relationship dynamics
 - Family/sibling considerations
- **At this time, any requests based on friend groups or teacher preferences will not be considered. Any requests made based on friendship or teacher preference must be made before May 15th.**

3. Administrative Review – Mid-August

- Requests are **reviewed by a team** (principal, assistant principal, school counselors, social workers, and grade-level team leaders).
- Decisions are based on team balance, student needs, and overall fairness.
- All decisions of requests that are submitted after step-up day will be communicated the week before school starts to allow the team enough time to review all requests.