

April 24, 2017

Dear Parents/Guardians,

The staff and administration are beginning the process of placing your child(ren) for the 2017-2018 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, is 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.

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 5, 2017**.

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

*Thank you in advance for your support and confidence
as we prepare for the 2017 – 2018 school year!*

Sincerely,

Pamela Ilg
Principal

Janice Souza
Assistant Principal

Child's Name: _____ Current Grade/Teacher :

Parent's Name: _____

Information about my child (please use back, if necessary):

