

# Elementary Placement Letter and Form

May 1, 2009

Dear Parent/Guardian:

During the next couple of months we will be discussing the placement of students for the 2009-2010 school year. This is a very involved process as decisions are made on what is the best placement for your child and how to address his/her needs during the upcoming school year. In order to maximize your child's learning, it is important that an equitable, compatible, balanced class be assembled. Issues that teachers/administration take into consideration for assigning students to a teacher's classroom are:

1. Maintain an equitable number of children in each class section.
2. Have a balanced blend of students to insure success of all students.
3. Recommendations from the child's present teacher(s).
4. Parent input about the child.

If you would like to have input regarding the placement of your child, I invite you to complete the attached form and/or write a letter describing you child's strengths and weaknesses both academically and socially. As the parent/guardian of the child, you know things about him/her that we at school may never know. When writing your letter, please do not ask for a specific teacher because we will not accept specific teacher request this year. However, if there is a possible placement with a particular teacher that you do not wish for your family to repeat, please indicate that on the attached form. Also indicate on the form if there are peer issues that require the separation of specific children.

**If you would like to return the form and/or write a letter, please have it delivered in a sealed envelope to me no later than Friday, May 22, 2009.** I will take all information from teachers and parents and post the final class lists Friday, August 7, 2009. All information submitted will be kept **confidential and no one will see it other than myself.**

Please understand that I have great confidence in the ability of all teachers at Whitewright Elementary School as we plan for another successful year for your child. Thank you for supporting our school as we look forward to the 2009-2010 school year.

Sincerely,

Beryl F. Sears, Principal

**WHITEWRIGHT ELEMENTARY SCHOOL**

**Parent Input Form**

**Student's Name:** \_\_\_\_\_

**Grade in 2009-2010:** \_\_\_\_\_

- I do not wish to repeat a placement for my family with:**

\_\_\_\_\_  
(teacher's name)

**Name of family member who was assigned to the above-named teacher:**

\_\_\_\_\_

- I would like my child separated from:**

\_\_\_\_\_

- Academic and social strengths and weakness I would like considered:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(use additional page if needed)

\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_

(Date)