

Elementary Assignment of Students to Classes/Teacher

1. Students will be assigned to classrooms based on the following:
 - a. Heterogeneous selection
 - b. Balanced by gender
 - c. Avoidance of apparent conflicts (i.e., parent/teacher, student/teacher, sibling rivalry, learning styles)
 - d. Reduction of conflict between students which is harmful to the learning environment
 - e. Placement must conform to the building’s inclusive philosophy and the student’s educational needs

2. Parent/Guardian request for assignment of students to a specific classroom teacher will be considered. All decisions will be made based on space availability according to merit and the unique circumstances surrounding each situation. Requests must be made in writing stating the reason for the request.

All request must be submitted to the building principal by April 15th to be considered.

3. Parent/Guardian requests for assignment of students to a specific teacher will be carefully limited. This is to ensure an equal opportunity for all students.
 - a. Parents/Guardians will be made aware of their child’s classroom placement by August 5th.
 - b. Any appeals must be made to the building principal by August 12th. All appeals must be in writing and state the unique circumstances for all grade level requests. Parents/Guardians shall be informed of the principal’s decision by August 20th.

After reading the above procedures for requesting a teacher, I understand that this a request application. This application will be considered by the classroom teacher and the building principal but honoring the request is not guaranteed. I would like to make the following request:

Student’s Name: _____ Grade Entering: _____

Teacher Requested: _____ Today’s Date: _____

Parent/Guardian Signature: _____

Specific reason for this request:
