

Assignment of Continuing Students to Classes (Grades 1-5)

Parental requests for special placement of their child must be in writing using a specific form provided by the school. The form must be picked up and returned by a parent/guardian unless other arrangements have been made with the principal.

Each teacher in grades 1-5 will be assigned a number and asked to list her/his attributes. Parents may recommend three teachers per grade level from this list (see exhibit).

Principals will accommodate one of the parent recommendations as long as class balances can be maintained.

The request form may be picked up in the principal's office the last week of April. These requests must be returned within the same week in order to place students for the following school year. The principal will determine the final placement for the student. The elementary schools will inform parents of the request process at least two weeks prior to the annual deadline.

Parents may request at any time during the school year that a principal review a placement decision.

Approved: 03/09/95

Reviewed: 12/15/16