

Dear Parents,

May 2018

We are about to begin the process of scheduling for the 2018-2019 school year. As you may well know, scheduling and determining class groupings are very important elements to our success and a process that we take very seriously. We take into consideration indicators such as academic ability (classes are heterogeneously grouped), gender, social development, behavior, peer relationships, child study team recommendations, and grade level enrollment.

If you would like to share information about your child that you feel should be considered when making placement decisions, please complete the attached form and return it to Mr. Heaney in a sealed envelope **no later than Friday, May 18th**. Out of respect for our process, please do not write specific teacher requests.

Student Requests: We understand that at times it is necessary for students to be separated. If you wish that your child be separated from another child, please notify me of this in writing, including the reason for the separation request, by May 18, 2018. Please do not wait to see if they are placed together and then send a request. Please understand that a student separation request does not guarantee your request will be honored.

Please understand that letters from past years will not be considered.

Do not feel obligated to return this form if you are comfortable in allowing the professionals at school to determine placement based upon their knowledge of your child. If you elect to provide input, it will be considered among the several indicators that factor into the creation of class lists.

If you are moving out of district before the start of the upcoming school year, please let the main office know as soon as possible.

Kindly,

Jeff Heaney