Class Placement for 2022-23

<DATE>

Dear SCHOOL NAME Parents/Guardians,

We have begun the process of organising grade structures for 2022-23. There are many considerations required to form equitable and cohesive grades of children.  In order to make sure that all children are in the best possible learning environment, the following points are considered for grade formation:

* Equal distribution of top, middle and low academic ability.
* Careful distribution and selection of peers for those children with behavioural, social, emotional or learning difficulties.
* All children should have at least one friend or person they know from their list in the same grade
* Gender distribution to be as equitable as possible.
* Independent workers of high average academic ability to be chosen for composite grades.
* Equitable distribution of children new to the school.

<SCHOOL NAME> will place all these considerations into a piece of software (Class Creator) that will help us generate classes before final formation is done by our teaching teams.

Parent input/Friendship requests need to be submitted to the school office <SCHOOL EMAIL> by no later than <DATE>

Please note, every effort will be made to consider any requests you may have, however it is not possible to guarantee that all requests can be met.

NAME  
POSITION  
NAME OF SCHOOL

complete and return to school office by <DATE>

|  |  |
| --- | --- |
| Child’s Name |  |
|  | |
| If possible, please provide the names of up to 3 friends: | |
| 1 |  |
| 2 |  |
| 3 |  |
|  | |
| Other details to be considered: | |
|  | |
|  | |
|  | |

<SCHOOL LOGO>

Class Placement for 2022-23

<DATE>

Dear SCHOOL NAME Parents/Guardians,

At the end of each school year, we begin to plan for the upcoming  school year. One big area is student placement into classes.

We ask that you carefully read the information below and make a note of the deadline (DATE) for submitting your letter, if you choose to do so. Only letters that have followed the guidelines below will be considered:

Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our society.

In order to create balanced classes of students, the following factors are considered: gender, ability levels, student needs, behavior concerns, special program needs.

Please note that the final decision on all student placements rests with the administration. In order for letters to be considered, please submit to NAME by DATE. Students will be notified during the month of MONTH for class placement.

ACCEPTABLE LETTERS INCLUDE:

* Issues relating to learning disabilities will be considered (testing from a psychologist and/or doctor diagnosis required and test results on file in the student’s permanent record).
* Issues relating to medical need or physical impairment will be considered. (Documentation required in health room records).
* Emotional issues which dramatically impact the learning environment will be considered.  Requests for a particular teaching style that would best match your child’s learning style.
* Parents of multiples (twins, triplets, etc.) may submit requests to have their children together in the same class.

LETTERS WHICH WILL NOT BE CONSIDERED:

* Requesting or “unrequesting” a teacher by name.
* Requesting that two students be placed in the same class unless there is a documented, valid need for special consideration.
* Requesting an “experienced” teacher or “first year teacher” (all teachers are highly qualified at NAME OF SCHOOL).

Kind regards

NAME  
POSITION  
NAME OF SCHOOL

Parent Input for Student Placement

Please return this form to the school by DATE.

|  |
| --- |
| Child’s Name:  Child’s Grade:                                                                              Child’s Class:  Name Child Goes By at School (if different): |

|  |  |
| --- | --- |
| Parent/Caregiver’s Name (A):  Parent’s Email Address (A):  Parent’s Phone (A): | Parent/Caregiver’s Name (B):  Parent’s Email Address (B):  Parent’s Phone (B): |

Please circle the items below that **most** represent your child’s academic and behavioral characteristics.  This information will be utilized to help select a teacher for your child.

|  |  |
| --- | --- |
| * Accepts suggestions & criticisms * Appears self-confident * Tends to be a follower * Seems popular with friends * Loud and Extroverted * Follows instructions easily * Has anxiety about a new grade level | * Seems to enjoy school * Quiet and Introverted * Has poor social skills * Thrive with extension activities * Cries easily, very sensitive * A natural leader * Has a poor self-concept |

Describe the classroom environment in which your child would be most successful:

Describe specific concerns you have for your child (i.e. talkative, overachiever, unmotivated, nervous, quiet, withdrawn, hyperactive, medical concerns, etc.):

Additional comments pertaining to your child and his/her learning environment:

Requests for characteristics of your child’s teacher. *(Please do not include teacher names. Final placements will be made with all factors being considered teacher considers may not be met.)*