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**Hartly Elementary**

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March 28, 2019

Dear Parents/Guardians,

It is that time again when we begin the informal process of creating class lists for the 2019-2020 school year. This is a lengthy and complex process. At Hartly Elementary School, the teachers, reading specialist, instructional coach, guidance counselor, educational diagnostician, psychologist, and I spend many hours reviewing student data in order to identify the strengths, weaknesses and subsequent needs of our students. We use all of the student information we have available to determine the optimal placement for your child next year.

We believe that parental input is important and, therefore we invite you to join in this process. Please describe your child's learning strengths and needs, as well as, the type of classroom environment in which you feel your child best achieves. Parent information will be considered as an important factor as we begin to create class lists. This form is NOT a teacher request form. Please note- a written request or lack of such a request will have no effect on the care given to each child's placement. Nor will any request infringe upon the rights of another student. We will work for the most appropriate and advantageous class placement for each of our students.

When creating classes we will consider the following objectives:

- Assign students to teachers who best meet individual student's needs by matching teaching and learning styles.
- Structure classes to be heterogeneous.
- Assign an equal number of students to each section of a given grade level.
- Distribute an even number of students by gender, race, academic achievement and interest to each classroom.
- Group students who work well together.
- Separate students who do not work well together.

Here at Hartly Elementary we pride ourselves in knowing our students. We also pride ourselves in the high caliber of our teachers. We believe that our process and our knowledge of your child, combined with your input, will serve all of our students well.

Sincerely,

Tammy Augustus, Principal

# Parent/Guardian Input into 2019-2020 School Year's Class Placement Form

*Please submit this form by May 3, 2019*

Student's **Current** Grade and Teacher:

Date Submitted:

Student's Name:

Teacher (By Name) requests are discouraged and may not be accommodated.  
Instead, please tell us about your child.

Describe your child's learning strengths/needs/sensitivities (include any of your concerns):

Describe the classroom environment in which your child succeeds (give examples from previous or current years):

Describe any situations or students you would like to separate your child from:

Parent/Guardian Signature: