

## Horace Mann Roosevelt Elementary School

Spring 2024

Dear Parent,

You have inquired about a classroom placement for your child for the upcoming school year. As we begin planning classroom groups for the new school year, we appreciate knowing as much as possible about your child's needs, your expectations, and your concerns. We appreciate your understanding of the criteria we are attempting to use and the limitations we face when classroom assignments are made.

We use the following criteria when placing students:

- Information from the teachers and parents.
- The child's learning ability and level of achievement.
- The child's learning style and the teaching styles of the staff.
- The child's behavioral profile.
- Social-emotional needs of the child and others.
- Special needs the child may have.
- Various teaching and learning options.

Our goal is to develop productive classroom groups that are balanced in relation to the preceding criteria. We strive to create a group that can work well together with the teacher.

It is most helpful that you provide information about your child and what type of teaching/learning environment you believe is best for your child's needs. If you feel it is necessary to name teachers by name, you must include at least two names. **No requests will be accepted unless there are two names on it.** Every effort will be made to honor the request; however, we reserve the right to make the final decision and to deny requests.

**Please use the questionnaire on the back of this letter to tell us about your child. All forms must be returned to the office by May 1<sup>st</sup>, 2024. Forms received after May 1<sup>st</sup>, 2024 will not be considered. If you have already written or spoken to anyone about placement, you MUST still complete the form.**

Thank you for working with us to provide the best educational experience for your child.

Sincerely,

Leandra Ostrom  
Principal

## HORACE MANN ROOSEVELT ELEMENTARY SCHOOL 2024-2025

CHILD'S NAME \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CURRENT CLASSROOM TEACHER \_\_\_\_\_

1) Describe your child. What are his/her strengths and needs at school?

2) What type of classroom organization and atmosphere do you think would be best for your child? Are there other criteria you consider important in placing your child?

**Please return this form to the school office by May 1st. Forms received after this will not be considered. All information above must be provided, otherwise the form will be returned to you.**

Teacher requests: **You must include at least two names. Any request without two teachers' names will be denied or returned.**

1. \_\_\_\_\_ 2. \_\_\_\_\_