

## **Veneta Elementary School**

### **Classroom Request Guidelines: 2016-17**

- Parents wishing to make a request for their child for the upcoming school year must make the request in writing to the principal by submitting a completed Classroom Information Sheet.
  
- It is not possible to honor all requests.
  
- Parents are cautioned not to request placement or non-placement based upon what they have may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher.
  
- Requests for a child not to be placed with another child, for whatever reason, must be noted in writing on the **Classroom Information Sheet**. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.
  
- **ONLY WRITTEN REQUESTS RECEIVED BY Tuesday, MAY 31st WILL BE CONSIDERED.**
  
- All parent requests received by the deadline date of May 31st will be strongly considered, however, the final placement decision is based upon a variety of factors including, but not limited to; academic and social considerations, total class size, male/female ratio, and heterogeneous grouping.
  
- The **final** decision on all student placement rests with the principal after due consideration of staff recommendations and parent request. We will do our best to place students per parent requests, however, as stated; we may not always be able to.

- Thank you for the support you give your child and for your cooperation and understanding.
- Teacher assignments are subject to change based on enrollment and building needs.

## Classroom Information Sheet for 2016-17

Student's Name: \_\_\_\_\_

2016-17 Grade \_\_\_\_\_

Teacher Requested: \_\_\_\_\_

Reason for Request:

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List your child's strengths. Be as specific as possible.

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List any areas of concern you have academically about your child.

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**Are there any other student(s) you would prefer your child not to be with in an assigned classroom? Please name the student(s) and reason.**

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**Is there anything additional you would like to share about your child?**

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X \_\_\_\_\_

**Parent Signature**

***Information Sheets Not Fully Completed Will Be Returned To The Parent.***

**Date Request Received \_\_\_\_\_ (For Office Use Only)**