

April 4, 2019

Dear Parents,

Soon the staff at Mendon Center will begin the process of placing students in classes for the 2019-2020 school year. Our placement process is thoughtful and collaborative. We consider input from our parents, classroom teachers, special area teachers, service providers, counselors, nurses, and the principal in order to make an informed decision about your child's classroom.

Our goal is to place your child in an environment that strengthens and enriches his or her learning. Our school team will consider the following when placing your child:

- Individual learning styles, strengths, and needs
- Social/emotional development and needs
- Peer relationships
- Class balance of boys and girls
- Number of students in the class

Our staff will keep the best interests of your child in mind as we work on the appropriate placement. The information you give us about your child is considered an important part of placement. You may give input to our placement team by completing the form on the reverse side of this letter. ***We ask that you please do not request a specific teacher.***

Information submitted in past years is not reviewed, therefore any pertinent information that you would like us to consider must be submitted each year. If you have any confidential information to share, please send your form in an envelope marked "Confidential - To the Principal." All submitted forms are read and carefully considered, therefore, it is not necessary to make an appointment to speak with me in person regarding the information you have included.

Please return this form to me no later than Wednesday, May 1, 2019. Please use **one form per child** and avoid sharing information about siblings on the same form. Class placements and information pertaining to the 2019-2020 school year will be mailed to your home in mid-August.

With Appreciation,

Heather Clayton
Principal

Mendon Center Elementary School

Child's Name _____

Child's Current Grade _____ Current Teacher _____

1. In what type of classroom environment does your child learn best?
2. What goals do you have for your child in the 2019-2020 school year?
3. Are there any other important things you would like our placement team to consider?

Parent's Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Please return this form to Heather Clayton, Principal, by Wednesday, May 1, 2019.

This information may be shared with teachers and service providers as part of placement discussions.