

**IMPORTANT INFORMATION REGARDING TEACHER REQUESTS FOR
2009-2010**

From: Renae Tostenson

It seems hard to believe we are already beginning to think about next school year! ;As the end of the year fast approaches, one of the biggest tasks our staff will do is preparing class lists for next year. A tremendous amount of thought and energy goes into this lengthy process. Classroom teachers meet many times amongst themselves, with specialists, special education teachers, the social worker, and the principal to discuss appropriate placement of students. Their goal is to develop classes that will grow into positive learning environments for all students. Things that are crucial to consider as we build those class lists include, but are not limited to:

- A balance boys and girls;
- A blend of abilities'
- Careful consideration of student personalities and behaviors;
- A mixture of students from classrooms, and
- Placing students who work well together as learners, which does not necessarily mean they are friends.

Most parents do not request teachers, however, we realize that parents/guardians know their child better than anyone. With respect to this, we have developed a process for providing your input to this process. Please follow the steps below:

- 1) Use the PARENT INPUT FOR STUDENT PLACEMENT form. You can pick one up at the elementary office, print one from the school website, or request one via mail.
- 2) Use a separate form for each child.
- 3) Only these forms will be accepted. Please do not use handwritten notes or letters.
- 4) “Do not indicate teacher’s names on the forms”.
- 5) Return the form to the Appleton Office by May 22, 2009.

As mentioned earlier, the process of class formation is a very thoughtful one. You can rest assured that the professionals developing these classes are highly skilled people whom you can trust. Also, please realize that teaching assignments can change over the course of a summer.

PARENT INPUT FOR STUDENT CLASSROOM PLEACEMENT
(DO NOT WRITE REQUESTED TEACHER'S NAMES ON THIS FORM)

My Child's Name _____

Current Teacher's Name _____

Grade Level Next Year _____

Description of my child's learning style:

Description of the learning environment in which my child is most successful:

Signature _____

Date _____

Office use Only
Date Received _____