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Dear Parents and Guardians of grade 2 and grade 3 students,

In April and May we begin the process of assigning children to classrooms for the next school year. Classroom placement is a lengthy process that considers many factors and involves input from the many professionals in our school who know the children best. We spend several weeks working on classroom placements to make certain classrooms are balanced in regard to a variety of factors, such as gender, academic, social, emotional, and health needs.

As parents/guardians you may have additional insight and information that will aid in the placement process. Please know that your voice is heard and valued. Thank you in advance for any information you might wish to share with the school. We would be happy to hear your input regarding specific information related to your child, such as your areas of concern for learning or your thoughts of the type of classroom environment that would best suit your child's needs. Do know that we will not accept requests for specific teachers, such requests, if submitted will not be considered. If you would like to provide additional information please use the Placement Information Form which is located on the backside of this letter or the form can be found on our web page and downloaded. Please send completed form into school **no later than Tuesday, April 3<sup>rd</sup>**. Forms that are returned after this date will not be accepted for consideration. Due to the balance created in each classroom, changes to class lists will not be considered once the lists have been finalized.

Whether you write to us or not, you can be sure your child/children will be placed in a classroom in which he/she can grow academically, emotionally and socially.

Sincerely,

Mrs. Martha Wiley

Principal