



### 4K-6 Parent Request for Classroom Assignment

Name of Student: \_\_\_\_\_

Grade Level Next Year: \_\_\_\_\_

Classes will be configured using the following basic group criteria:

- |  |                                 |
|--|---------------------------------|
| <b>1. Range of abilities</b>                 | <b>4. Equitable class sizes</b> |
| <b>2. Special learning or behavior needs</b> | <b>5. Teacher input</b>         |
| <b>3. Gender balance</b>                     | <b>6. Parent requests</b>       |

All the criteria listed are used when assigning students to classes. Every effort is made to honor your request, but due to the need to balance classes, it is not always possible to do so.

List your request for specific teachers (two teachers must be listed in grades 5K-2 to allow flexibility in balancing classes):

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**Parents/Guardians – List your child’s learning style, instructional needs, or other circumstances and how this/these teacher(s) is best able to meet his/her need(s):**

Note: In the event a staff resigns or changes grade levels, your child will be assigned to the replacement teacher’s class.

\_\_\_\_\_  
Parents/Guardians Signature

\_\_\_\_\_  
Date

**This request must be returned to the office on or before May 1.**

**Late requests will not be accepted.**

If you have any questions, please contact the building administrator.

## Teacher Requests

Please fill out all portions of the 4K-6 Parent Request for Classroom Assignment form and return it to the elementary office on or before May 1, 2018. Clearly define your child's needs and how a specific teacher will be able to meet their needs. Requests will not be considered without this completed form and will not be accepted after May 1, 2018. The 4K-6 Parent Request for Classroom Assignment form is located on the school website or in the elementary office.

Please contact Stacey Wester or Megan Driebel with questions.

### SCHOOL DISTRICT OF IOLA-SCANDINAVIA SCHOOL POLICY

#### 432 ASSIGNMENT OF STUDENTS TO CLASSES/TEACHERS

(Elementary School)

A student's class placement shall be decided by the Elementary School Principal and the Elementary School Counselor. If a parent/guardian wants his/her child to be assigned to a particular teacher, a written request must be submitted to the Elementary School Principal by May 1. The request must contain the reasons his/her request deserves consideration and include supporting documentation.