PALMYRA AREA SCHOOL DISTRICT

**ELEMENTARY SCHOOLS**

**Parent Request for Class Assignment**

The principal at each school is responsible for assigning each child to an appropriate teacher.  When making this assignment the principal must take many factors into consideration.  Examples of these factors include the following:

            1.  Total number of students per class.

            2.  Balance of boys and girls, both within a class and between classes.

            3.  Balance of student learning styles.

            4.  Balance of students with special needs.

            5.  Recommendations from the Instructional Support/Data Team.

            6.  Recommendations to separate some students from others.

            7.  Recommendations to keep some students in the same class.

            8.  Recommendations from last year’s teacher(s).

Many times one or more of these factors may be in conflict with a parental request.  The combination of factors involved makes the creation of a class list a complicated process.

If the form below is received by **MAY 1,**and if it does not conflict with other factors, the principal will make a reasonable effort to accommodate a parental request.  Parents will be notified in writing of room assignments in August.

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**Parent Request Form**

Please consider the following information about\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   when determining

                                                                                                                                                (student)

his/her classroom assignment for the 20\_\_\_\_/20\_\_\_\_\_ School Year.

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Parent/Guardian Signature­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be submitted to the elementary office by **May 1.**

Any form without educational reasons listed will **not** be considered.

**Completion of this form does not guarantee the request will be granted.**