

April 2009

Dear Parents/Guardians:

One of the most exciting tasks we have at schools is to create classrooms, which present the greatest opportunity for all children to learn and succeed. Among the variables we consider are class size, gender and ethnicity ratios, ability and exceptionality distribution, special learning needs, student personalities, and learning and teaching styles. Each year teachers, counselors, and administrators work together to find an appropriate assignment for each student, and we welcome your parental input as we begin this thoughtful and important process. Completing this placement letter is neither necessary nor required and often addresses the exception rather than the rule. However, we want to be sure that parents have an opportunity to share concerns with us.

If you feel your child has specific learning needs or unique considerations that should be brought to our attention, please complete this written form. Please do NOT ask for a specific teacher by name but instead describe the environment that you feel might best support your child's learning needs. Do list the things you think we should take into consideration, such as separating best friends, personal or family challenges, or student behaviors or interests. These letters will be shared with your child's teacher next fall. Once our class assignments are made and school begins, placements are tentative through the 10-day count. However, we work hard to create classes that require no changes outside of increasing enrollment.

Any input regarding this process must occur through the return of this letter and cannot be honored in any other way. In communications with your current teachers through this year, please do not name teacher preferences or solicit a teacher recommendation from your child's current teacher.

Sincerely,

Nancy J. Murphy
Principal

Please return this form by Friday, May 8, 2009, in an envelope addressed to Janette Shealy, CST.

Current Summit Hill parents may send their envelope to school with their student(s). Crabapple and Cogburn Woods parents should either mail the form or bring it to the front desk at Summit Hill Elementary, 13855 Providence Road, Alpharetta, GA 30004.

1. Child's Name: _____
2. Parent's Name: _____
3. Grade for 2009-2010: _____
4. Considerations for placement: _____

If possible, would you like us to try and consider separating your child from any other child?
List the names: _____

Please use the reverse side for additional space. Thank you.