

# Westchester Elementary School

## Classroom Request Guidelines

- Parents wishing to make a request for their child for the upcoming school year must make the request in writing to the principal by submitting a completed Classroom Information Sheet.
- Specific teacher requests, via email, letter or verbal, will not be honored.
- Parents may request a particular classroom environment, but not a particular teacher.
- The deadline for Classroom Information Sheets to be completed and submitted to the principal for the 2018-2019 school year is March 29, 2019.
- All Classroom Information Sheets received before the deadline will be strongly considered.
- A written request, or lack of request, will have no influence on the care and quality of education given to each child.
- Please understand many factors, including but not limited to academic and social considerations, total class size, male/female ratio and heterogeneous grouping are used in placement decisions. These decisions are a collaborative effort of Westchester staff to personalize each child's educational experience at Westchester.
- Requests for a child to not be placed with another child, for whatever reason, must be noted in writing on the Classroom Information Sheet.
- Given other circumstances and staff recommendations, it is not always possible to honor all requests.
- If enrollment changes between the last day of school and the first day of the new school year, classroom placements may be adjusted to accommodate increase or decrease in enrollment. Parents will be notified in writing if changes occur.
- After due consideration and collaboration with all staff along with careful review of parent requests, the final decision on all student placements rests with the principal.

# Classroom Information Sheet

Student's Name: \_\_\_\_\_  
2018-2019 Grade \_\_\_\_\_

List your child's strengths. Please be as specific as possible.

List any areas of concern you have academically about your child.

Please explain the best style of teaching/classroom environment for your child.

Are there any student(s) you would prefer your child not to be with in an assigned classroom? Please name the student(s) and reason.

Any other information you would like to share?

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_