Dear Woodburn School Community,

May 2, 2014

It’s almost time to begin planning classroom assignments for next year. Here at Woodburn, we go through a very careful and thoughtful process to determine the placement of each student for fall.

Our goal is to provide the best possible learning environment for all students. To accomplish this, your child’s current teacher and grade level team will work with the principal and counselor to determine a classroom placement for next year. We consider many factors during this process including academic needs, social interaction, learning style, gender, and any other special needs. In addition, we will focus on forming the best combinations for students to work together. Setting up classes, is at best, a difficult and time-consuming task. Our main concern is that we have balanced classes that serve the welfare of all students.

As a partner in our education process, you have valuable insight into your child’s needs. If you have a specific concern you wish to have considered in this process, we invite you to come by the school to pick up a PARENT INPUT FOR STUDENT PLACEMENT FORM. Please know that while we value your input, classroom placement is the job of the staff at Woodburn.

Please note as the form explains, specific teacher requests are not accepted. The mix of children in the classroom can be unbalanced if we honor individual requests. In addition, staffing can change during the summer. THEREFORE, WE WILL NOT HONOR SPECIFIC TEACHER REQUESTS. Please know this form is the vehicle for you to give input, a conversation with your child’s or another teacher is not a substitute.

While we begin this process in the spring, it does not become final until our enrollment becomes stable. We recognize that changes made after the school year has begun are difficult. Please know that while we try to plan ahead, changes in room assignments after the school year has started is always a possibility due to enrollment.

The form must be returned by May 28th, 2014 for consideration. I appreciate your understanding and respect for the placement process.

Sincerely,

Janice Strohmaier