

## **GWA Teacher Request/Student Placement K-5 Procedure**

Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered when assembling classes. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. In order to create balanced classes of students, the following factors are considered: ability levels, student needs, gender, ethnicity, behavior concerns, and special program needs. Too many requests for specific teachers or being placed with 'friends' creates unbalanced classrooms and an undue burden on our teachers. Therefore, please consider carefully before making a written request, whether it is a real 'need' versus a 'want.'

Please note that the final decision on all student placements rests with the administration. GWA only accepts requests for students that will be enrolled in Kindergarten-5th grade classes for the upcoming year.

### **REQUESTS THAT WILL BE CONSIDERED INCLUDE:**

- Issues relating to learning disabilities (testing from a psychologist and/or doctor diagnosis required and test results on file in the student's permanent record).
- Issues relating to medical need or physical impairment. (Documentation required in health room records).
- Emotional issues which dramatically impact the learning environment.
- Parents of multiples (twins, triplets, etc.) may submit requests to have their children together in the same class.

In order for letters to be considered, please submit to Mr. Clark at [bclark@gwacademy.org](mailto:bclark@gwacademy.org) by March 29, 2019.