

# ***Creekside Elementary School***

## **Review of Assignment Form**

Please refer first to the "Classroom Placement: Policies and Procedures" information sheet.

Date: _____	
Name of Student:	_____
Grade:	_____
Teacher:	_____
Your Name:	_____
Telephone:	_____

The process used to assign students is a comprehensive one. As a staff, we take the responsibility of class placement very seriously. Many factors are considered in the process of placing every child, a process that takes place in the spring. If you are new to Creekside and have only recently registered, please realize these factors were considered as closely as possible in placing your child in a classroom that will best meet their needs. Such factors involve:

- The program needs of the student;
- A balance of achievement levels in reading and math;
- The social needs of students and their leadership skills;
- Independent work habits of students;
- Behavior factors regarding students;
- The compatibility of students with each other (such as separating those who have not worked will together in the past);
- Information provided by the teacher through previous parent/teacher conferences;
- Recommendations of former teachers, principal, parents, guidance team or related information forwarded from a previous school;
- Classroom configuration; and
- The ratio of girls to boys.

**(Continued on reverse)**

## **TO BEGIN THE “REVIEW OF ASSIGNMENT”**

- Have you followed the clear process outlined in “Classroom Placement: Policies and Procedures” handout?
- Have you formally arranged to meet with the teacher to discuss concerns?
- Have you and the teacher discussed and/or implemented interventions to address concerns?
- If after meeting with the assigned teacher and discussing interventions it appears a request for change is still desired, carefully respond to each Review of Assignment question. Attach your complete responses to this form and return to the office. Please understand completion of the form is not a guarantee that a change of placement will be made.
- Subsequent steps in the process are noted on the Policies & Procedures handout.

## **“REVIEW OF ASSIGNMENT” QUESTIONS**

1. What is your primary reason for requesting a change of assignment?
2. What specific event, if any, prompted your request?
3. What has your child (student) expressed about his/her current classroom assignment? About the prospect of changing classrooms mid-year?
4. What specific behavior has your child (student) demonstrated to indicate their feelings about his/her assignment?
5. To what extent have you spoken with the teacher (or parent, if request initiated by the teacher) about your concern? What problem solving strategies, if any, have you agreed to implement? If no such agreements have been reached, please explain why.
6. Without naming a specific teacher, what type of learning environment do you believe would be more appropriate for this child?

**Please attach your responses. Thank you.**