

April 29, 2008

Dear Families:

One of our most important tasks is preparing the class lists for next year. I will meet with the staff in May to begin student placements for the 2008-09 school year. To guide us in this important process, we will follow the East Grand Rapids Board of Education Policy #8040:

Students are assigned to specific classes, grade levels and teachers by the building principal. In making assignments, principals will consider (with input from teachers and parents) the following factors: (1) individual student needs; (2) learning styles of students; (3) teaching styles; (4) boy-girl ratio; (5) heterogeneous make-up of the class; (6) class size; and (7) special education needs.

We are interested in your input. If you wish to contribute information about your child, please use the **Student Placement Information Form** on the other side of this letter. Please **do not request a specific teacher** as many factors go into the placement decision and we have yearly changes in teaching assignments.

Return this information to my office no later than **May 7, 2008**. Please note that all information received will remain strictly confidential. I look forward to your input.

Sincerely,

Wendy Van Zegeren
Principal

WVZ/csa
Enclosure(s)

