

Fitzgerald Public Schools Teacher Request Form
Schofield Early Childhood Building
Westview Lower Elementary School
Mound Park Upper Elementary School

Student's Name: _____ **Current Teacher:** _____

1. Describe any special needs your child may have:

2. List any other concerns that may affect placement (for example: a sibling or relative that your child should not be placed within the same classroom):

3. If you are requesting specific teachers, **two choices must be listed**. We will make every effort to honor your request as we place students in a classroom for the 20__-20__ school year. **Please understand this is only a request.**

Parents/Guardians: You must understand that this request is not a guarantee that your child will be assigned as requested. There are many other factors that must be considered when placing children in particular classrooms.

All posted class lists are final. There are no rearrangements.

Parents may bring the request to the school's main office to be given to the building principal. The deadline to return the request is on the second Friday in May - NO EXCEPTIONS. Late requests will not be considered.

Parent/Guardian Signature: _____ Date: _____
Telephone Number: _____ Email Address: _____

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Office Use Only

Date Requested Received: _____

Request Granted: _____ YES _____ NO

If NO, why: _____

Fitzgerald Public Schools
Elementary Classroom Teacher Request Administrative Guideline

The Fitzgerald Board of Education recognizes the impact of classroom placement of elementary students and their families. The following procedure will be followed as students enroll in the district prior to the end of the school year:

1. The first priority is to place Fitzgerald residents in their grade appropriate school.
2. Children of Fitzgerald staff members will be considered next for placement in the district, as space allows.
3. Families requesting enrollment through Macomb County School of Choice will be placed, as space allows.
4. Siblings of Macomb County School of Choice students will be placed, as space allows.
5. Siblings of high school students that have been accepted through Out of County School of Choice will be placed, as space allows.
6. Families requesting enrollment through Out of County School of Choice for students in grade K, 1, and 2 will be placed, as space allows.

Students that enroll after the end of the school year for the upcoming school year will be given consideration after students referred to in items 1-4 have been enrolled.

Procedure for Placing Students Currently Enrolled

There are a number of factors taken into account when placing students for the following school year. These factors include academic capability, learning styles, work/study habits, social needs, special education placement and gender ratios. Before the start of a new school year, the building principal building reviews all relevant factors and recommends a placement for the following year. The goal in this process is to place each child in an educational environment most conducive to successful learning. Final student placement decisions rest with the building administrator.

Procedure for Placing Students New to Enrollment

It shall be the responsibility of the building principal to review the available records of a student who is being enrolled into the school. Considering these records, the child's age and relevant input from parents and staff, the building principal will then place the student in the class that the student, most likely, will exceed academically and socially. Assignment of the student to a class will consider academic capability, learning style, work/student habits, social needs, special education placement and gender ratios.