**Class Requests at Greentree School**

As we make teacher and class assignments for the upcoming year, every effort is made to place each student in a class and with a teacher that will be the best “match” for that individual, while still seeking to balance class size, gender ratios, individual student needs, and academic groupings. **Due to the difficulty in meeting a request for every student, we hope to limit parental requests unless there is a significant reason to be considered. It is not expected or mandatory that you make a special class request for your child.** Only if you have strong feelings and good reason for us to consider for placement would I encourage you to send in a written request.

Every attempt will be made to grant legitimate requests, but please understand ***it is not always possible to grant every request****.* The four-step process works like this at Greentree School: 1) if parents feel there are ***educational needs*** and a particular teacher is needed to address these needs, they are encouraged to **submit a letter** identifying the needs. The principal reviews these requests, and 2) assigns the teacher that best fits these needs; 3) the current teacher is next asked to make a recommendation for next year’s teacher and class; and 4) the teachers in the next grade level are asked to review these placements and recommend changes they feel are needed.

If we receive more class requests than is possible to accommodate in a grade, we will review requests made the previous year. Request will **not be** accommodated for those students whose requests were honored in the previous year thus giving another student a turn to have a request honored. We hope parents will accept and understand this. This will be our approach if an impossible situation arises, and if and when it becomes necessary.

Finally, IF you choose to submit a class request for your child, please make sure you describe the qualities you want in a teacher, NOT the name of a teacher, since there may still be changes in the grade level teachers will teach next year.

**Please note that requests will only be accepted until May 16th, 2019**

Thank you for your understanding and support in these matters!

Erin Campbell-Bentley

Principal

Greentree School