



May 1, 2020

Dear Parents and Guardians,

This spring has brought unprecedented challenges to our world. The COVID-19 outbreak has changed the way we live. As educators, we are striving to keep learning going for our students and our teachers. We are equally committed to maintaining the routines we use to plan for the next school year. We are preparing to focus on the classroom placement process for the 2020-2021 academic year. We will be completing this process with as much care as we do each year, recognizing that it will have to be adapted for a virtual format.

As always, our goal is to build balanced, heterogeneous classes where children's academic and social needs are met both individually and as a group. Every effort is made to achieve a balance in several areas such as gender, race, ethnic background, learning needs, social competency, and independence in learning. We have found that when children are grouped appropriately, the students and teachers have the greatest opportunities for success.

The process we use at each school is thoughtful and thorough. Grade level teams, specialists and administrators collaborate to build class lists. The Principals approve final placement decisions. In order to accommodate the redistricting process this year, all six elementary schools will use the same Parent/Guardian Placement Form and all placement forms will be transferred all to the receiving school.

This year, you will notice that there is **no** section for Parents and Guardians to list six learning partners. Due to the desire to have consistency across all six schools and knowing this practice was implemented in two schools, the district has eliminated this option. That said, the classroom teachers who are primarily responsible for placement know their students well and work tirelessly to match students in classrooms that will have appropriate learning partners and meet their needs both in their school and in newly assigned schools across the district.

In addition to the depth of understanding from a classroom teacher, there may be information that you feel would be helpful for us to know. **Please note that written input is optional and you do not need to complete the form in order to have your child's placement needs considered.** If you choose to send us information, please use the included optional [LPS Parent Placement Form](#) and submit electronically by **May 11, 2020**. Parent Placement Information forms sent in after this date will be at risk of not being considered. Your child's current grade level teacher team will receive your letter as part of the placement process. The letters will be available to the teachers at both the sending and receiving grades and schools.

Please understand that requests for a specific teacher will not be accepted. Such requests put an unfair burden on school staff who must consider everyone's best interests. However, if one of your children has had a specific teacher and you would like for the sibling to have a different experience, you may let your Principal know. This information should be conveyed directly to the Principal in writing by **May 11, 2020**.

Principals work with each grade level team and approve final placement decisions. Class placements will be sent out in summer 2020. Please remember that the schools do not send out classroom lists to families with our summer mailing as this would be a confidentiality violation of FERPA (Family Education Rights to Privacy Act). We appreciate your cooperation and support as we begin this process.

Sincerely Yours,

The LPS Elementary School Principals