

## Prospect Lake Elementary School Organization and Class Placement

We are beginning the process of developing our school organization and building the classes for 2015-16. Staffing is allocated to the school by the School District. Many factors, including the expertise and experience of staff, the Collective Agreement and District Policies which address requirements for Students with Special Needs, are taken into consideration when organizing the school and deciding on placement of individual children. We strive to ensure that each class is a workable instructional and social group with balance in the following areas:

- Gender balance
- Friendships
- Behavioural needs
- ESL – cultural diversity
- Intellectual strengths and academic learning needs
- Social and emotional strengths and needs
- Opportunities to make new friendships
- Opportunities for leadership.

If you would like to share additional educational or social information about your child for our team to consider please complete the following form. This information should not contain names of specific teachers and please be aware that requests for students to be with specific friends will not necessarily be accommodated.

### INFORMATION FROM PARENTS / GUARDIANS

I / we would like the school to consider the following educational needs:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please take into account the following social needs:

1. \_\_\_\_\_
2. \_\_\_\_\_

Other information I / we want the school to be aware of is:

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Student: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Current Teacher: \_\_\_\_\_

**NOTE: All student placements are tentative until September.** Even slight changes in enrollment can lead to the need for significant changes in school organization, class lists, and teacher assignments. Therefore, class placement information will remain **CONFIDENTIAL** and cannot be shared with families until confirmed in September of 2015.