



P a r e n t s A l l i e d w i t h C h i l d r e n a n d T e a c h e r s

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ELEMENTARY TEACHER REQUEST FORM for the 2014-2015 SCHOOL YEAR

**** THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE BY: Thursday, May 8th, 2014 ****

We believe that all of our students receive a quality education in every classroom and with every teacher. However, we recognize that parents sometimes desire an opportunity to give input into their child's classroom placement for the upcoming school year. As a result, through our enrollment procedures, we make this option available by the use of this form. If we do not receive a request for placement, and your child is going into grades 1, 3, or 5, we will do our best to place your child(ren) into the classroom that best suits their needs.

Classroom placement for the 2014-2015 School Year will begin May 16th for all elementary students in K through 5th grade. *Note: 6th graders may also request a secondary advisor on a separate form available online.* Per school policy, students currently in grades 1, 3 and 5 will remain with their same teacher for next year. However, if you wish to request a TRANSFER to another classroom/teacher and your child is currently in 1st, 3rd or 5th grade, please use the separate Transfer Request Form available on the PACT website or front office.

Directions: Please write your child's name below and then circle their current teacher and the requested teacher.

STUDENT'S NAME: _____ **CURRENT GRADE (2013-2014):** _____

CURRENT TEACHER (2013-2014)

(Please circle one)

Kindergarten ~ Mrs. Peters

Grade 2 ~ Ms. Dvorak

Grade 2 ~ Mrs. Hale

Grade 4 ~ Mrs. Dickson

Grade 4 ~ Ms. Moehn

REQUESTED TEACHER (2014-2015)

(Please circle one)

Grade 1 ~ Ms. Dvorak

Grade 1 ~ Mrs. Hale

Grade 3 ~ Mrs. Dickson

Grade 3 ~ Ms. Moehn

Grade 5 ~ Mrs. Backowski

Grade 5 ~ Ms. Ronsberg

While administration tries to accommodate each request, there are many variables that come into play when determining the make up of a class. If there are specific reasons that you feel this classroom or teacher would best suit your child's needs, please explain. If you prefer for them to be placed with a certain student as a higher priority than which classroom they are in, that information would be helpful as well.

If you wish to request a Transfer to another classroom/teacher and your child is currently in 1st, 3rd or 5th grade, please use the separate Transfer Request Form available on the PACT website and in the front office.

Requested by: _____ **Date:** _____

IMPORTANT: Classroom placements will be determined at the end of the school year. Most requests are granted. However, administration works closely with the teaching staff using our enrollment procedures to consider many variables, which may play into this decision. If your child's placement is not what you requested, you may then request a Classroom Transfer. If you have any questions about a placement, please contact PACT Administration.

OFFICE/ ADMINISTRATION/ ENROLLMENT USE ONLY

Request Received On:	Administration Approval:	Placement:	Completed on:
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