

Elementary schools across the Westwind School Division utilize the following process when creating class lists. As students are placed into a class for the upcoming school year, all of the following are considered and balanced:

- Overall Strengths
- Peer Relationships
- Potential Conflicts
- Matching Student Personality/Needs to Teacher Strengths
- Social Emotional Needs
- Additional Supports needed (for example, IPPs or Educational Assistant support)

It is very complex to find a balance of all of those variables. We value parent input into this process; however, after class lists are completed, a request to move classes, though seemingly small, has compounding effects on the balance of those areas. Therefore, please be aware of the following information:

- **We ask that all parent input happens before class lists are made.** If you would like to provide us with information, print and fill in the **back** of this parent input page, and turn it in to our office (Please drop it off at the office or scan and email it to [mes@westwind.ab.ca](mailto:mes@westwind.ab.ca)). **This form must be turned in by May 3.** Late forms will not be considered. If you have information that you may have passed on already (this year or previous years), please fill in this form to ensure we do not miss it.
- **Requests made directly to teachers will not be considered.** These sorts of requests can put teachers in a professionally compromising position with their colleagues and an awkward position with their community friends.
- **Requests made for specific teachers will not be considered.**
- **Changes to class lists will not be made after class lists are completed.**

Feel free to come in to talk to an administrator, if needed.

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Next Year's Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please do not request teachers by name. Instead, please explain your child's individual strengths, weaknesses, behaviour characteristics, learning style and educational needs. You may also describe the type of classroom environment in which your child functions most successfully.

If you have had a problem with a classroom placement in the past, please use the space below to explain your concern.

***I understand that every effort will be made to consider the information provided; however, this does not guarantee placement in a specific class or teacher.***

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature