



Hembree Springs Elementary School  
815 Hembree Road  
Roswell, Georgia 30076  
(470) 254-2902

*Laurie Woodruff, Principal*

April 8, 2019

Dear Hembree Springs Elementary Parents:

In the past, we have created well-balanced classes and prepared for the instructional needs of all students at Hembree Springs Elementary with optional input from parents. If you choose, you may again provide input for the purpose of class placement.

Please be reminded that many factors are considered when we form classes, such as an even proportion of student abilities based on test scores and achievement levels.

Teachers also play a key role in the placement process. By grade level teaming, our teachers provide specific academic information on placement cards about the individual students for the next grade level team's consideration. As an example, third grade would complete placement cards for fourth grade. When teachers provide input, it is the most reliable factor in the placement process because they have witnessed the child's daily academic process.

While we welcome your input regarding your child's individual learning needs, we trust that you understand that your comments constitute just one of the many factors that must be considered in forming classes and that input cannot include specific teacher preferences nor comments based on perceptions. **Ultimately, the final decision on class placement resides with the school.**

**If you would like to provide input regarding your child's individual learning needs, you must complete a Class Placement Request form. Forms are available at the front desk starting Monday, April 8. You may print the form attached, request a form from your teacher, or print one from the website at [hembreesprings.net](http://hembreesprings.net) under Quick Links. All request forms are due by Friday, April 26, 2019 at 3:00 pm. Forms will not be accepted after that date/time regarding student placement.**

In closing, please continue to support our school at the highest level possible and we will continue to provide learning experiences that build a solid foundation for your children to be successful and productive citizens.

Sincerely,

Laurie Woodruff  
Principal

**Hembree Springs Elementary**  
**Class Placement Request for 2019-2020**

**Deadline: Friday, April 26, 2019 @ 3:00 p.m.**

<i>Office Use Only</i>
_____
_____
_____

Student's Name \_\_\_\_\_

Present Grade \_\_\_\_\_ Present Teacher \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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***COMPLETE ONLY THE FRONT SIDE OF THIS FORM. DO NOT ADD ATTACHMENTS.  
PLEASE DO NOT REQUEST A SPECIFIC TEACHER IN ANY WAY.***

Please describe your child's special needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the classroom environment best suited to meet your child's needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Considerations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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***SCHOOL USE ONLY***

Date Received \_\_\_\_\_ Authorized Signature \_\_\_\_\_