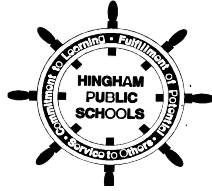


HINGHAM PUBLIC SCHOOLS
East Elementary School
2 Collins Street
Hingham, MA 02043
781-741-1570



Anthony M. Keady
Principal

Rebecca Case
Assistant Principa

March 11, 2019

Dear East Families,

We are beginning the process for the placement of students for next year. We are looking to gather all pertinent information in order to create the most balanced classrooms possible. Please complete the attached form and return it to school **before Friday, March 29th**. The forms will be reviewed by administration and then kept on file. The information will be kept confidential and released only to pertinent staff to be referenced during the placement process. You are welcome to include any information you feel is important for us as we build each class; however, we will not take into consideration specific teacher requests. It is important to note that only information provided by parents/guardians on this form will be factored during the placement process. Concerns and questions brought forth during conferences with staff at any point throughout the year may not be brought forth by the teacher. Furthermore, we do not review forms from previous years since concerns and priorities are likely to shift as children mature. We cannot accept requests for students to be placed with friends since we try to consider each child's unique needs. The goal is to create the most balanced classrooms for learning for all students

The placement process for East School is:

- The class lists are started by the current teacher working with the other grade level teachers. The goal is to create a balanced classroom and not to customize a class to fit a particular teacher.
- Teachers review their current list to determine the needs of the current students. They consider combinations of students that have not been productive.
- Grade levels meet to make tentative class lists for the next year. The factors that guide this stage are student strengths, gender, class size, number of sections for each grade and the information from the parent input form.
- The lists are reviewed by pertinent staff members and by administration to verify that the classes are balanced and appropriate.
- The final step is for administration to assign specific teachers to the class. Placement information will be mailed on or about August 17th, 2019.

We appreciate your cooperation with this process.

Sincerely,

Tony Keady

Student Name: _____

Current Grade: _____

Parent Name: _____

Current Teacher: _____

Please note that specific teacher requests will not be considered.

What do you think would be the best learning environment for your child as you have seen him/her grow and develop over the past year?

What are the factors you want the school to consider when completing the placement process?

Additional Notes:
