

Dear Parents and Guardians,

Student placement is a thoughtful process that involves time and input from parents/guardians, classroom teachers and other school staff and administrators. The placement team (which includes the current teacher and potential future teachers, principal, special education department, school counselor and social worker) reviews academic progress, interpersonal relationships, gender, medical needs, and specialized instruction. We work hard to keep classrooms balanced and place students appropriately, knowing their academic and social strengths and other unique characteristics. The team makes the final class placement decision.

To ensure the best placement for your child, we will need input from you through our Student Placement Feedback Form. We will also have students fill out a self-assessment sheet so that each child can give input. These forms serve two purposes: one, they inform the placement committee of the parent's thoughts and understanding of their child as a learner, and secondly, they provide your child's new teacher with as much information as possible regarding your child as a learner.

We believe that every teacher at Oakwood Elementary School works hard to know and understand the children in their classrooms. We work closely with families to support any need or issues that arise, always placing the best interests of our students first.

If you are interested in participating in this process, you can pick up a Student Placement form in the school office. Forms may also be downloaded and printed from the school website.

Please submit Student Placement forms by Monday, May 1, 2017. Placements will not be on a first-come-first-served basis as we will look at all forms equally as long as they are submitted by May 1st. The information shared in this form is extremely valuable to classroom teachers, because of this, any forms submitted after May 1st will still be shared with your child's new teacher. If you have any questions, please feel free to contact me at (517)647-2991 or efindlay@portlandk12.org.

Thank you,

Elizabeth Findlay, Principal
Oakwood Elementary School

**Oakwood Elementary School
Student Placement Form
2017-2018**

Student Name: _____

Grade level next year: _____ Current Teacher: _____

Person completing the form: _____

Relationship to student: _____

Please explain your child's strengths.

Please explain your child's needs.

Please describe the ways in which your child learns new information best.

Please describe the characteristics of an instructor and the learning environment that you believe would be a good match for your child.

If your child has any special needs (medications, physical, learning disabilities, etc.) please provide that information.

What educational goals do you have for your child?

Please list any other factors or considerations.

Directions: Please circle a rating that best describes your child. A rating of 1 means that the phrase on the left best describes your child and a rating of 5 means that the phrase on the right best describes your child. This is a continuum rating scale so ratings 2 - 4 can be used if the phrases on the left and right do not completely describe your child.

	Rating					
Quiet, Controlled Environment	1	2	3	4	5	Active environment that encourages self expression
Group activities (student directed)	1	2	3	4	5	Teacher - directed activities
Stabel instruction with emphasis on steady routine	1	2	3	4	5	Flexible instruction; change

Self-disciplined; manages own behavior	1	2	3	4	5	Teacher-directed behavior management (behavior contracts)
Attitude; loves school	1	2	3	4	5	Tolerates school

Directions: Fill in the rating blocks below using a rating scale of 1 to 4. A rating of 1 means that this statement best describes your child and a 4 means that what least describes your child's learning style.

Rating	Learning Style	Rating	Learning Style
	Is helpful, sensitive, and expressive. Is creative and artistic. Likes hearing about and expressing feelings. S/he feels intensely and tends to over personalize. Personal meaning is extremely important		Is organized, accurate, and detailed. Is systematic and likes structure. Is logical and time-conscious. Tends to be overly critical. Worries about being perfect. Really loves to figure things out.
	Is an initiator, gets things going. Is practical and productive. Organizes learning around activities. Is impatient and tends to interrupt. Has an energetic nature. Loves to keep active.		S/he brings different points of view together. Is interesting and inventive. Looks for underlying principles. What "might be" is more important than "what is." Loves the big picture.

Comments:

If you are familiar with certain teachers that would match your child's learning style, please list three teachers. If you are listing specific teachers, please explain why below. Please note that we can not guarantee placement in one of these three rooms. We will work to create balanced classrooms that will meet all students' needs.

Teacher: _____ Teacher: _____ Teacher: _____

Reasons for requesting these teachers:

Parent Signature:

Date _____