

April 12, 2018

Dear Parents and Guardians,

Each spring, the Willard faculty undertakes the challenging task of placing K-4 students in classes for the upcoming year. The staff works together to accomplish this goal. Our aim is to create heterogeneous classes at each grade level and to allow students to connect academically and socially with a variety of grade level peers over the course of their Willard School experience. Although we will not be taking friend requests, we are open to receiving your input relating to interpersonal dynamics that impact your child. Please use the Parent Input Form for this purpose. This letter informs you of our process, outlines our respective roles, and provides the format for your input.

**1. Parents submit optional placement input.**

A Parent Input Sheet is posted on the Willard webpage. If you wish to provide input, please download this form and submit a hard copy to the classroom teacher by April 30. No input sheets will be accepted after that date and no electronic information will be accepted due to confidentiality concerns. Any information that is submitted will be reviewed and considered.

**2. Preliminary class lists are developed by Placement Teams at each grade level.**

These teams consist of classroom teachers, the school counselor and school psychologist, the language arts specialist, the math specialist, the learning center teacher, specialized staff who work with the grade level, the speech/language therapist, the occupational therapist, the principal, and the art/gym/library/music teachers. Every effort is made to balance class sizes and to provide academic and cultural diversity.

**3. Each Placement Team reviews lists for final approval.**

**4. Finalized class lists are submitted to the principal.**

**5. Class assignments will be issued during the summer.**

**6. A Placement Review Committee is convened in mid-August to consider placement appeal requests.**

*Requests for specific teachers will not be considered in the placement process.*

We take pride in knowing students well and creating placements that are sensitive to children's academic, social, and emotional needs. We look forward to a productive spring and to the successful completion of the school year. As always, thank you for your important contributions to our learning community at Willard and for your continued support.

Best,

Matt Lucey  
Principal