



WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

Learning and Leading for Tomorrow

Yake Elementary School

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Timothy Podlewski, Principal

INFORMATION CONCERNING EDUCATIONAL REQUEST

As we strive to create balanced classrooms that are most beneficial for all students we take many things into consideration. In this process, staff members meet to discuss and decide where the students should be placed for the next school year. There are several factors that we consider: achievement levels, gender, past retention, sibling and student combination, balance of class size, student's learning style, special instructional need, and other reasons deemed important by the staff.

A Parent/Guardian request for a specific educational setting will be taken into consideration, but is not guaranteed.

Please be careful when deciding to request a specific teacher for your child. *An educational request will only be honored **one time** during the child's educational years at Yake Elementary School.*

THE PROCEDURE FOR A REQUEST WILL BE AS FOLLOWS:

1. Request forms will be available in the main office of Yake Elementary School on **March 28, 2017**.
2. All requests are **due no later than Tuesday, May 2, 2017**.
3. Parents/Guardians must return the form **in person or by mail** to Yake's main office.
4. Requests must be in writing, signed, and dated. **If a request is turned in after May 2nd, it will not be considered.**
5. **Requests are not being guaranteed** due to the many factors that are considered. We reserve the right to assign specific classrooms and teachers.
6. Written requests **must include academic and educational reasons** as to why the request is being made.
7. Remember that a request will only be honored one time during a child's educational years (this includes Kindergarten) at Yake Elementary School. This means that if your child is put in the classroom of the teacher that you requested this year, you will not be able to request another teacher for that child as they get older.

With all things being equal, requests, if honored, will be honored on a first come/first serve basis. When the request form is returned to the office, it will be dated and numbered. While we will do our best to honor requests, designing balanced classrooms that will benefit our students most, is our first priority. If your request cannot be granted, we hope that you will respect our decision as it is in the best interest of all students.

Please feel free to contact me with any questions about this process.

Tim Podlewski
Yake Elementary Principal