

# Melba Elementary School



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[www.msdl36.org](http://www.msdl36.org)

May 5, 2022

Dear Parents,

We are nearing the end of our current school year and will soon begin to look at preparing the class lists for the 2022-2023 school year. This process involves many people and many factors. As parents you have valuable information about your child that can be beneficial in this process. We must keep in mind that when completing class lists there are many factors to consider. For example: gender, ethnicity, special needs, and social issues are just a few factors that are considered as we compile the classes. Our highest priority is to create classes that maximize the benefits for all students. As we prepare to begin this process, we will welcome your input as parents. **However, we must caution you that we cannot guarantee that your choice will be honored. Many times, adjustments have to be made to ensure the success and equity of our classrooms. Please also note that there may be changes in staff placement as well.**

If you have requests that you would like considered, please fill out the reverse side of this form and return it to the Melba Elementary school office by 3:50 PM, **May 12<sup>th</sup>**. Late requests or requests by phone will not be accepted. If you have any questions or concerns, please contact me.

Thanks for your help and support for the education of our children.

Ashli Nelson  
Principal

Melba Elementary School  
Student Placement Request Form  
2022-2023

Student Name: \_\_\_\_\_

I would like the following request to be considered in the placement of my student for next year:

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

I am making this request because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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*I understand that classes are designed to provide a heterogeneous grouping of students based on consideration of several factors including but not limited to gender, ethnicity, special needs, and social issues. While parent requests are given serious consideration, they may or may not be fulfilled. Class lists will be posted at the school on or before the first day of school.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<p>For Office Use: Date Received _____</p>
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