



# Sunset Ridge Elementary School

8686 Airport Road, Middleton, WI 53562

Phone: (608) 829-9300 Fax: (608) 827-1805 Todd Mann, Principal

February 2011

Dear Sunset Ridge Parents:

Later this spring, the Sunset Ridge staff will meet to determine student placements for the 2011-2012 school year. Our goal, as a staff, is to develop balanced classroom of children. We have a wide range of needs and factors to consider, including class size, balance by gender, learning styles, achievement levels, interpersonal dynamics, emotional needs, social needs, and physical needs of our students.

To facilitate this process, a team composed of current grade level teachers, special education teachers, special area teachers, and I will meet to give input regarding each child's placement for the following year. The purpose of this collaborative effort is to choose a good class placement for every one of our students.

Parent input is a consideration in this process. If there is anything unique about your child's needs that our staff wouldn't already know and you would like us to consider in the placement process, please complete the form on the reverse side. We will consider parent input carefully before making any placement decisions. Please note that we do not process requests for a specific classroom teacher or requests for students to be placed with friends.

If you would like your personal information included in the placement process, please complete the form and return it to the school office by Friday, May 6, 2011. Completion of the form is optional; it's simply a communication tool for those who wish to use it.

Sincerely,

Todd Mann  
Principal

**SUNSET RIDGE ELEMENTARY SCHOOL**  
**Parent Information Form – Student Placement**

Student Name \_\_\_\_\_ Grade for 2011-12 \_\_\_\_\_

1. Please list any insights you may have about your child’s learning ability or learning style.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Please describe the type of learning environment in which your child may experience the most success.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Please describe any thoughts you may have about your child’s school experience.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Please add any other pertinent information you feel should be considered.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for providing the above input in helping the Sunset Ridge staff decide on the most appropriate placement for your child for next school year. Please do not submit requests for specific teachers or for students to be placed with friends.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

RETURN TO THE SCHOOL OFFICE NO LATER THAN FRIDAY, MAY 6, 2011