

Monticello Elementary School

Julie Holt, Principal

P.O. Box 189
Monticello, UT 84535
Phone: 435-587-2241
Fax: 435-678-1179

2017-2018 Placement Request Procedures

Any parent wishing to make a written placement request for the 2017-2018 school year **must complete the placement request form and return it to the MES office by 4:00 PM on Friday, May 5, 2017. Request forms are available at the office.** If your child currently attends MES during the 2016-2017 school year this will be the **only** opportunity to submit a request for the upcoming school year. All written requests turned in by May 5th will be considered based upon the individual reasons for the request.

Please be cautious in making verbal requests with current teachers for your child/children to be placed with friends or with a particular teacher. Written requests must be made at the office to be considered. Verbal requests will not be considered. Students at MES have multiple opportunities to interact outside of the classroom with a variety of friends. Please be cautious in requesting that students are or are not placed with certain students. We prefer to allow children the opportunity to learn the life skills of getting along with everyone and develop friendships no matter whom their classmates may be. Consideration for student placement or teacher request will not be considered after May 5, 2017 or after class lists have been posted during the summer/fall of 2017. If you feel strongly about making a request it must be documented in writing and submitted to the office by May 5, 2017.

Please understand that it may not be possible to honor all requests and still keep the classroom balanced considering student personality, teacher instructional styles, gender, academic abilities, and positive social relationships. Personnel changes may also impact student placement if teaching assignments change. Additional students or a decline in enrollment over the summer can also impact a class list.

Thank you for your support and understanding in this matter.

Julie Holt, Principal

Student Name _____ **2017-2018 Grade** _____

Parent Signature _____ **Date** _____

Name of teacher you wish you child to be assigned with _____

Required: Please summarize the specific reason(s) you would prefer to have your child placed in the above teacher's class. This information is kept confidential at the office. However, it is important that you share your reasons as direct and detailed as possible in an effort to aide administration in supporting all teachers, our academic and behavioral programs and future professional growth at MES.

