Sparta Area School District

Article 541 – Requests for Specific Classroom Placement

The Board recognizes the important role of partnering with parents/guardians in providing a successful educational experience. This home/school collaboration includes honoring input in the determination of classroom placements when possible and according to the guidelines outlined in this policy.

Administrators also have a responsibility for providing a balance within each classroom considering such factors as total enrollment, students’ ability levels, gender, special education needs, English language learners, and other considerations, which benefit all students. Striving to achieve a reasonable balance in each classroom may not allow for unrestricted student placement requests.

A communication concerning student placement may also be in the form of a request to avoid placement with a specific teacher. In either case, parents/guardians are not required to provide rationale for the request, however this may be helpful in making a placement that is most acceptable to the family and the school.

Parents/guardians making requests for placement with a specific teacher will adhere to the following:

1. Requests will not be submitted or accepted prior to April 1 for the following school year.
2. Requests must be in writing and received in the school office by May 1 for the following school year.
3. A request for specific placement should have their first choice only.
4. A person who makes a request for a teacher who subsequently resigns, retires, or is reassigned will not be given another choice option.

When considering parent requests, administrators will adhere to the following:

1. Written requests will be date and time stamped to allow for consideration in the order in which they were received.
2. Generally, no more than three parent requests for any single classroom (15 for a Middle School team) will be honored. Additional requests will be considered if a vacancy in a classroom is created by a student transferring out of the school after class rosters have been developed.
3. The final placement of a student in a class and/or classrooms is the responsibility of the building principal and is subject to their discretion.