

STUDENT PLACEMENT PROCEDURES FOR TEACHERS

- Teachers will receive parent placement information for any of your current students. These are **CONFIDENTIAL** and for teacher eyes only. Although we cannot always grant parent requests, we want to meet their needs as able. Please use this shared information when placing students and pass it onto the "new" teacher.
- Download Student Placement Profile, located on Washington Online forms, <https://sites.google.com/a/wenatcheeschools.org/wa/staff-online-forms>. Teachers complete online Student Placement Profile cards for each current student. When complete, print cards, cut in half, use these cards to create balanced classes. Please involve the Resource Room Teacher with the placement of students who have an IEP. Specialists, Counselor and Resource Room Teacher provide input on students who would benefit from separate placements.
- Keep cards after process is completed so they follow students from year to year.
- Use the Placement form to complete class lists and **turn into Deb by May 19.**

**IF YOU HAVE BEEN NOTIFIED BY A PARENT
THAT A STUDENT WILL BE MOVING,
DO NOT SCHEDULE THEM INTO A CLASS. PLEASE NOTIFY THE
OFFICE OF ANY STUDENTS NOT RETURNING.**

Meet Your Teacher

Students will go to their 2017/2018 teacher's classroom on Thursday, June 8th from 2:30-2:45 for Kinder-4th Grade Students. Students will be dismissed from there.

Fifth Grade Students will be with the Counselor & PE Teacher.