

***Note to administrator: If a student fails to perform satisfactorily on a grade 3, 5, or 8 math or reading assessment, the law allows a parent or guardian to make a request for the student to be assigned to a particular classroom teacher in the applicable subject area for the subsequent school year by following the established process of the District. The District is not required to grant the request. To better manage staffing and scheduling in advance of the start of the school year, consider offering parents and guardians the opportunity to request a different teacher over the summer.***

### **Teacher Request**

If a student has failed to perform satisfactorily on the grade 3, 5, or 8 math or reading assessment, the parent or guardian may request a particular classroom teacher for the next school year for the applicable subject area, if more than one classroom teacher is available in that area. The District is not required to grant the request.

If there is only one classroom teacher per grade level, then the District will not be able to grant the request and the parent may resubmit a request when circumstances change.

Requests must be in writing and submitted to the campus principal by June 30<sup>th</sup> to be considered.

The following information should be in the request:

- Student's name
- Campus attended
- Identification of the assessment with the grade level and subject in which the student failed to perform satisfactorily
- Requested classroom teacher by name and subject area
- Qualities requested in a teacher
- Parent or guardian's name, address, phone number, and email address

If the request is granted, the parent or guardian will be notified by August 1<sup>st</sup> by the campus principal or designee.