MMES Placement Process

Academic Performance

and Assessment Data (classroom mathematics, reading, writing performance and formal assessment data) Additional Factors
(gender, learning styles,
interests, personality,
behavior, motivation,

attention, etc.)

Information
(positive/negative student combinations)

Parent Input

(Parents have the opportunity to share their child's learning style to be considered by the placement team...see parent letter) Special Considerations (IEP, 504, medical, counseling, etc.)

Initial Collection and Review (Principal)

The Principal will collect and review information. Parent letters mentioning or describing specific teachers will be returned. Information and data will be turned over to placement teams for initial class configurations. Students with direct services will be initially placed followed by the rest of the students.

Placement: Step One

Placement teams made up of classroom teachers, special education teachers, and service providers will work to create balanced, heterogeneous classrooms. The above information and data will be taken into consideration.

Review/Revisions #1 Placement teams will review preliminary class lists with the Principal. Necessary adjustments will be made.

Social-Emotional Team

School counselor and psychologist will review preliminary lists to see any potential concerns.

Specialists Review

Specialists will review preliminary lists to look for student combinations that may have been missed.

Review/Revisions #2

Placement teams will review proposed revisions. Necessary adjustments will be made.

Principal's Review

Placement teams will review class lists with the Principal. The Principal reserves the authority of all final placement decisions.

Step-up Day/Student Orientation

An orientation to the next grade will take place in June. Students will have the opportunity to tour all classrooms and receive general information on what to expect in the next grade.

Student Class Assignment Notification

Student class placement letters will be mailed to families mid-August. This allows Principals the flexibility to adjust classrooms as needed for student move-in/move-out. Classroom configurations will be confidential until these letters are mailed to families.