

Gold Ridge Elementary

Classroom Placement Change Request

At Gold Ridge Elementary, we thoughtfully place students in classrooms where they have the greatest opportunity to grow both academically and socially. Our placement process considers many factors, including balanced class composition, student needs, and available services.

We understand that, on occasion, families may have concerns about their child's placement. If you believe a classroom reassignment is necessary, you may submit a Placement Change Request for review. Please note that **requests are not guaranteed** and are subject to class size limits, staffing, district guidelines, and the educational needs of all students.

Before You Submit a Request

To ensure we can thoroughly review your request, please complete this form in its entirety and provide **recent supporting documentation**. Requests submitted without documentation cannot be considered.

Required Documentation

Please include:

1. Reason for the Request

- Provide a brief but specific explanation of your concern and why you believe a classroom change is necessary.

2. Supporting Documentation

Attach recent documentation that helps explain the need for reassignment. Examples may include:

- Student work samples
- Parent-teacher communication (emails or communication logs)
- Behavior documentation or behavior charts
- Student Study Team (SST) documentation
- Individualized Education Program (IEP) documents (if applicable)
- Reports from school specialists (psychologist, speech-language pathologist, occupational therapist, physical therapist, etc.)
- Behavior Support Plans
- Report cards or progress reports
- Notes from recent parent-teacher conferences
- Other relevant documentation that supports your request

Requests submitted without supporting documentation will not be processed.

Timeline

To allow students time to adjust to their new classroom, build relationships, and establish routines, **classroom placement changes will not be considered during the first three weeks of school**. This transition period also allows the school to account for enrollment changes and class balancing.

Once your completed request and supporting documentation have been received, school administration will carefully review the information and contact you regarding the outcome.

Student Information

Student Name: _____

Student ID Number: _____

Grade: _____

Current Teacher: _____

Reason for Placement Change Request

Supporting Documentation Attached

- ☐ Student work samples
- ☐ Parent-teacher communication
- ☐ Behavior documentation
- ☐ SST documentation
- ☐ IEP documentation
- ☐ School specialist report(s)
- ☐ Behavior Support Plan
- ☐ Report card/progress report
- ☐ Conference notes
- ☐ Other: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

