



Bluffview Montessori School
Parent Input Form

Parents wishing to make a request for their child for the next learning level must submit a written request form to the office no later than April 30, 2018.

The placement of students into learning environments is a very important process. It is the school's belief that children receive the most benefit from their educational experience when in a balanced, cohesive setting. Since each Montessori learning environment is purposed to be responsive to the developmental needs and traits of each individual learner, and our faculty are the most familiar with each child in the educational setting, the school makes placement decisions primarily on the recommendations of the placement team.

The decision to place a learner within a particular learning environment is made by a placement team consisting of the sending and receiving Montessori educators, the Head of School, the school counselor, special education teachers and other professional staff as deemed appropriate. This team makes placements that will maximize intellectual, psychological and social development of each child and will take into consideration the written input of the child's parents.

Placement Procedure:

By using the following procedure, Bluffview Montessori seeks to 1) consider the individual needs of the student, 2) provide balanced classrooms, and 3) ensure that all students are given equal consideration in the placement process.

1. The placement team, using the following considerations, determine the placement of each child for the subsequent learning level.

Placement Considerations

- The child's educational needs
- The child's psychological and social needs
- Distribution of children with special needs
- Representation of a balanced community in each class
- Parent input to the placement team

2. Parent input regarding the unique qualities of your child may be submitted by using the attached form. The form should be returned to the office. This will allow teachers to have the most accurate and complete information about students during the placement process.

The placement of your child will be done through a caring and professional process. Thank you for your trust and cooperation. Please note that only written requests received by April 30, 2017 will be considered in placement decisions. Requests must be made on the attached *Parent Input Form* and late requests, emails or verbal messages will not be considered.

CONTINUED ON OTHER SIDE

Have you observed in all three classrooms?

- Yes
- No

The placement team will make a final determination of the placement of each child in accordance with the established placement considerations and the unique needs of the child and classroom balance. Many factors, including but not limited to academic and social considerations, total class size, male/female ratio, distribution of special needs, and grade level are reviewed in the placement decisions. Parent input will be considered in this process, however final decisions are made by the placement team. Parents will be notified of their child's class assignment in July.

Parent Signature

Date

REQUEST FORMS THAT ARE NOT FULLY COMPLETE WILL NOT BE CONSIDERED.

Received in office on _____