

**East Elementary  
Teacher Request Form  
School Year \_\_\_\_\_ - \_\_\_\_\_**

Teacher requests will be handled in the following manner:

- Teacher requests (this form) will be accepted in the school office the first two weeks of April. Forms that are not completely filled out will be given less consideration.
- Requests will be determined by school administration as to ensure as even a mix as possible in all classes. There are many factors to consider when placing students, but much of the selection process will be random. No more than 50% of any given class may be made up of requests.
- Students and parents will be notified of class placement on the last day of school with the exception of incoming Kindergarten. Teachers will send out letters the first part of August to welcome students for the new school year and to notify parents of any suggested supplies they may want to pick up before school starts in the fall. Kindergarten students will not be placed until after the next school year has begun.
- If you have questions, please contact the school office at 586-2840.

===== Detach Here =====

Student Name \_\_\_\_\_

Teacher requested for the coming year:

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

Please explain your reasoning for your request.

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\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone