



Livingston PUBLIC SCHOOLS

Timothy Hart, Principal
Collins Elementary School

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April 27, 2018

Dear Parents,

I wanted to take this opportunity to share scheduling and class placement procedures and planning that will take place at Collins this spring. Please know that all staff members take this process seriously and careful consideration goes into the creation of each class list. Classroom teachers collaborate with one another, administration, guidance, CST and our related arts and special area teachers to develop our class placements. Many factors are examined during this process, some of which include: academics, personality, learning styles, educational needs, peer relationships and much more.

As parents, you may have additional information or contributions that may assist us with our scheduling and class placement process. If there have been changes at home or other relevant details concerning your child that you feel we should know, please email this information to me directly. Meetings regarding scheduling will **not** occur. Some parents have asked if they may request a teacher or request specific classmates to be in the same class for the upcoming school year. The answer is, no we **do not** accept teacher or classmate requests. However, if you wish to write **a brief note/email** regarding your child's learning style, we will take this information into consideration. Sometimes parents also prefer that younger siblings have different teachers from older siblings and you may convey that, as well. Please understand that this information will be considered, along with other factors, when making class placement decisions. Please understand that we all have the best interest of your child at heart each and every day, especially during this process.

If you elect to write a brief email, please send it to my attention no later than May 11, 2018. To allow for sufficient time for review and to work on the placement process, correspondence received after May 11th will not be accepted for consideration.

Sincerely yours,

Mr. Timothy Hart
Principal

Livingston Public Schools: Empowering all to learn, create, contribute and grow.