

# Legg Middle School Teacher Request Guidelines

*Legg Middle School will allow parents who have unique and special academic concerns to follow the guidelines below and submit a teacher request form for the 2019 - 2020 school year.*

## All requests must be for academic reasons

- The purpose of this request form is for parents to suggest **a teacher or two** who they think will be a good fit for their child's learning style. **We will not accept requests for whole teams of teachers.** Team configurations are still being decided and changes are very possible before the start of the next school year.
- Many factors, including but not limited to: academic and social considerations, total class size, male/female ratio, and heterogeneous grouping are reviewed in the placement decisions. The final decision on all student placements rests with the principal after due consideration of staff recommendations and parent requests.
- It is not possible to honor all requests. Teaching assignments may need to be changed late in the summer and requested teachers may not be available.
- Parents wishing to make a request for their child for the upcoming school year must submit a written request form to the principal by **May 3.**
- Parents may request a particular type of classroom environment, with or without specifying teachers.
- A written request, or lack of a request, will have no effect on the care and quality of education given to each child.
- Parents are cautioned not to request placement or non-placement based upon *what they may have heard about a teacher* or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents or students may have had with a teacher may be totally different from what your child could have with the same teacher.
- Parents must complete the form and return it for the requests to be considered. All parent requests received by the deadline will be strongly considered. However, the final placement decision is based upon a variety of factors. The final decision is made by the principal. **Late requests, emails or verbal messages will not be considered.**

**TEACHER REQUEST FORM**

**Student's Name** \_\_\_\_\_

**Grade for the 2019 - 2020 school year** \_\_\_\_\_

List any areas of academic concern you have about your child.

Describe the teaching style or personality that would best suit your child.

If you have a preference of a particular teacher (not a whole team) for your child, please list the names of your first and second choices and the reasons you feel these teachers will be best for your child.

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

Reasons: \_\_\_\_\_

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

Reasons: \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

INFORMATION SHEETS NOT FULLY COMPLETED WILL NOT BE CONSIDERED.

All information on this form is confidential.  
This form must be submitted by **May 3**.