TO: Parents of New Students in Grades K – 6

SUBJECT: BUILDING ASSIGNMENTS

In order to balance class sizes across the district, it may be necessary for the child you are registering today to attend another elementary or middle school instead of the one within your attendance area. If this happens, transportation to the other school building will be provided.

Students will be assigned to class openings in your area building on a first-come, first-served basis. Please remember that students will not be assigned to a classroom until all paperwork is received by the Welcome Center. Therefore, it is important that you get all registration materials turned in as soon as possible.

The Welcome Center will indicate the date and time of day your student’s enrollment was official. This information will be communicated to the school building principal. Those who complete their enrollment prior to the new school year, but after classes are at capacity, will be assigned to class openings, in order of enrollment date & time, if/when spaces become available.

There are existing factors, beyond our control, which make it difficult to anticipate enrollment numbers. In these situations, spaces can become available for new students as we near the start of school.

1. Each summer, there are families who move out of the district, but do not notify us of their withdrawal until just before the start of school.

2. There are families who choose to register their children in both public and private schools and, thereby, postpone the final decision until the start of the school year.

Principals will notify families of students who will be transported to another building prior to opening day.

Your cooperation and understanding of this situation is sincerely appreciated.

(Revised: 6/27/08)
Welcome Center