

# Anacortes School District

## *School Placement Preference Form*

### 2008-2009 School Year

## NEW STUDENTS

Please note: Attached is the *form and procedure* for school placement adopted by the Anacortes School Board. Please read the following information carefully prior to submitting the preference form. If you have any questions, please feel free to contact one of our building principals.

*Thank you for your participation in your child's education!*



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# ANACORTES SCHOOL DISTRICT #103

Policy No. 3131  
Students

## ASSIGNMENT TO ELEMENTARY SCHOOLS

Principals are authorized to make assignments within the policy guidelines and may give more weight to one placement guideline than another based on district and school needs. Principals will communicate placement decisions to parents and guardians prior to the start of a new school year.

Placement Guidelines:

1. The availability of special services as required by the student's IEP.
2. Placement preference will be granted per law to full-time certificated and classified school employees.
3. Balance of class size at grade levels within buildings and across the district. Considerations may include:
  - The gender balance of each classroom.
  - The number of students who are receiving ancillary services and/or have behavior control problems.
4. Educational welfare of the student. Considerations may include:
  - Continuity of the school program for the student.
  - Social and behavioral factors (such as bringing together or separating peers when the judgment of the principal, teachers and parents indicates it is a significant issue.)
  - Matching the learning styles of the student and the instructional styles of the teacher.
5. Keeping siblings together.
6. Proximity to school.
7. Transportation costs when significant.
8. Preference of parents or guardians.
9. New non-resident choice students enrolled in the district under Policy #3141 will be placed at each elementary school after resident students are placed at each enrollment deadline. Returning non-resident students will be treated in the same manner as resident students, provided that their annual non-resident approval form is timely filed and accepted.

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Legal References:	RCW 28A.225.270	Intradistrict enrollment options policies
	RCW 28A.225.300	Enrollment options information to parents
	RCW 28A.225.290	Enrollment options information booklet
	C 36 L 03	Enrollment Children of Certificated & Classified School Employees

Management Resources: Policy News, June 2003 Enrolling Children of School Employees



# ANACORTES SCHOOL DISTRICT #103

Procedure No. 3131-P  
Students

## ASSIGNMENT TO ELEMENTARY SCHOOLS AND PARENT/GUARDIAN REQUESTS

Assignment and parent/guardian requests will be considered according to the guidelines established in Policy 3131.

### PROCESSING PARENT/GUARDIAN REQUESTS OF ENROLLED STUDENTS:

- Parents/Guardians of enrolled students requesting a specific elementary placement must submit their requests in writing after May 1<sup>st</sup> and no later than May 15<sup>th</sup> using the district assignment preference form. All requests received during this time window will receive equal consideration regardless of date of submission.

### NEW ENROLLMENTS AND REQUESTS AFTER MAY 15<sup>TH</sup>

- Requests from newly enrolled or current students received after May 15<sup>th</sup> will not be placed in a specific school until August 26<sup>th</sup>.
- Placements will not be made until all registration materials are submitted.

### NEW AND RETURN NON-RESIDENT CHOICE STUDENTS

- New non-resident choice students enrolled in the district under Policy #3141 will be placed at each elementary school after resident students are placed at each request deadline.
- Returning non-resident students will be treated in the same manner as resident students, provided that their annual non-resident approval form is timely filed and accepted.

### REQUESTS AFTER INITIAL PLACEMENTS

- Parents/guardians who desire to submit a request following an initial placement may do so in writing. Between August 26<sup>th</sup> and the first five days of school, principals will attempt to identify any classroom openings. Potential reassignments will be made by elementary principals according to school district guidelines.
- Parents/Guardians who have submitted a second request will be notified of the district's final decision no later than the fifth day of school.



# ANACORTES SCHOOL DISTRICT #103

Form No. 3131-Form 2

## Elementary Student Program ASSIGNMENT PREFERENCE FORM

### New Student

*Directions: This form is to be completed by a child's parent or guardian. Please answer the following questions and return this form to the Anacortes School District office. Requests with new registrations should be submitted with the registration packet. **Request forms received May 1-15 will receive priority consideration.** Please note: Our Student Placement Team can only consider written preference and placement information. Since this is a team process, verbal requests (phone calls, conferences, etc.) cannot be considered in placement decisions.*

1. Student Name: \_\_\_\_\_
2. Student Address: \_\_\_\_\_
3. Student Grade Next School Year: \_\_\_\_\_ School Presently Attending: \_\_\_\_\_
4. Brothers & Sisters: 

Name	Age	School Currently Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____
5. Parent/Guardian: \_\_\_\_\_
6. Parent/Guardian Telephone Number: \_\_\_\_\_

Assignment of students to a specific school and/or classroom will be based on the following guidelines:

- A. The availability of special services as required by the student's IEP.
- B. Placement preference will be granted per law to full-time certificated and classified employees.
- C. Balance of class size at grade levels within buildings and across the district (considerations may include the gender balance of each classroom and factors such as the number of students who are receiving ancillary services or have behavior control problems).
- D. Educational welfare of the student (considerations may include continuity of the school program for the student; social and behavioral factors, such as bringing together or separating peers when the judgment of the principal, teachers and parents indicates it is a significant issue; matching the learning styles of the student and the instructional styles of the teacher).
- E. Keeping siblings together
- F. Proximity to school.
- G. Transportation costs when significant.
- H. Preference of parents or guardians
- I. New non-resident choice students enrolled in the district under Policy #3141 will be placed at each elementary school after resident students are placed at each enrollment deadline. Returning non-resident students will be treated in the same manner as resident students, provided that their annual non-resident approval form is timely filed and accepted.

7. In order for us to make an appropriate placement for your child, please complete the following:
  - A. What learning environment do you feel best fits your child? (For example: highly structured vs. more self-directed; traditional vs. multi-aged, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - B. Describe the characteristics that are most important for your child's success:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - C. Does your child have any special needs to be considered at placement?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Anacortes School District student placement policy and procedures

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

OFFICE USE ONLY: Date Received  May 1<sup>st</sup>-15<sup>th</sup>  After May 15<sup>th</sup>

Adoption Date: 1.8.2004  
Revised: 4.2006



**A Lighthouse for Public Education in Our Community:**

Ensuring No Child Is Lost Creating Lifelong Learners Inspiring High Achievement Nurturing Responsible Citizenship