



Teacher Request Guidelines: 2024-2025

Due by Friday, May 17th

- Parents wishing to make a teacher/classroom request for their child for the upcoming school year **must** make the request in writing to the Admin Team by submitting the attached and completed *Classroom Request Form*.
- Though your request will be considered please note it may not be possible to honor all requests. We work to balance classrooms based on gender, academic ability, and social and behavioral needs.
- 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 may have had with their children may be totally different from what your child could have with the same teacher.
- Requests for a child not to be placed with another child, for whatever reason, must be noted in writing on the *Classroom Information Sheet*. Given other circumstances and teacher recommendations, it is not always possible to honor these requests.
- **ONLY WRITTEN REQUESTS RECEIVED WILL BE CONSIDERED.**
- The **final** decision on all student placements rests with the Montessori Director of Teaching & Learning and the Executive Director after due consideration of staff recommendations and parent requests. We will do our best to place students per parent requests, however, as stated; we may not always be able to honor all requests.
- Please note that once these placements have been made they are final. TRM cannot guarantee that specific teachers will be available the next school year as sometimes life changes dictate a teacher's availability.
- Thank you for the support you give your child and for your cooperation and understanding.
- *Per Montessori best practice, we will do our best to loop students with their current teachers for the entirety of their 3 year age cycles unless specific requests are made. There will be some shifting and balancing as we move to full preschool and kindergarten classes and full grades 1-3 and 4-6 classrooms.*

Classroom Request & Information Sheet for **2024-2025**

Student's Name _____

2024-2025 Grade _____ **Teacher Requested** _____

Reason for request:

List your child's strengths. Be as specific as possible.

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

Please explain what style of teaching/classroom environment works best for your child.

Are there any other student(s) you would prefer your child not to be within an assigned classroom?
Please name the student(s) and reason.

Is there anything additional you would like to share about your child?

**INFORMATION SHEETS NOT FULLY COMPLETED
WILL BE RETURNED TO THE PARENT.**

Parent signature: _____ Date: _____

DATE REQUEST RECEIVED: _____ (FOR OFFICE USE ONLY)