

# Burlington Public Schools

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Fox Hill Elementary School  
Fox Hill Road  
Burlington, MA 01813  
TEL. 781-270-1791  
FAX 781-229-5909

Ellen K. Johnson  
*Principal*

April 2, 2009

Dear Parents,

It is time to begin creating new class lists for the 2009-2010 school year. Creating class lists is a complex, thoughtful and cooperative process that involves a variety of components and perspectives. Teachers, guidance, reading and special education staff will assist me in developing class lists for the 2009-2010 school year based on several factors that ensure a balanced and cohesive group of learners. Factors that influence the placement process include:

- Even Distribution of Boy/Girl
- Academic Strengths/Needs
- Organizational/Study Habits
- Instructional Groupings
- Social Strengths/Needs
- Emotional Strengths/Needs
- Class Size
- Peer Relations

I invite parental input and believe it is important to provide parents with an opportunity to share their perspective regarding their child's academic, social and emotional strengths and needs. I have enclosed a Student Information Form for parents to participate in the placement process. Please return this student information form to me by Friday April 17, 2009.

Please understand a parental request for specific teachers is not considered to be a viable component to the placement process and final placement decisions are the responsibility of the principal. After I gather information from parents and staff, the instructional staff and I will carefully place your child in a classroom that best meets their academic, social and emotional needs while at the same time creating a balanced and cohesive classroom conducive to learning.

Thank you for supporting this placement process and working in partnership with me and the Fox Hill Elementary teaching staff. Fox Hill Elementary School is exceptionally fortunate to have highly qualified teachers that are dedicated and possess high expectations for themselves and for their students. I am very confident that each teacher will work to make your child's new school year productive, meaningful and enjoyable.

If you have any questions regarding this process, do not hesitate to call me at 781-270-1791.  
Respectfully,

Ellen K. Johnson  
Principal

2009-2010  
FOX HILL ELEMENTARY SCHOOL  
Burlington Public Schools  
Student Information Form

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Current Grade and Teacher: \_\_\_\_\_

1. What are your child's academic strengths and needs?

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2. What are your child's social strengths and needs?

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3. What are your child's emotional strengths and needs?

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4. What learning strategies worked best with your child? (extra time, repetition, etc)

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5. List one or two friends.

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6. Please share any other relevant information about your child.

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