



Principal: Ms. Heather Reid  
Vice-Principal: Mr. Nic Cochrane

Office Staff: Mrs. Debbie Horseman  
Mrs. Marcia Janzen

## Parent Request for Student Placement September 2023-2024

Parents who would like to request a specific class or teacher may do from by completing the information below and returning this form to the school between June 12-18, 2023.

Teachers and Administrators take the responsibility of creating pod lists very seriously and put much time and effort into creating balanced pods. Parents are welcome to make requests for their child/children to be in a particular pod. Please remember we enroll pods, not classes. This means that students will share two teachers and both classes with both sets of peers throughout their year.

When producing pod lists we take a number of criteria into consideration including:

- intellectual, social, emotional and physical development
- learning styles and strengths of students
- degree of independence in student work habits
- integration of Special Education students
- grouping certain types of learners for EA support
- balancing levels of achievement
- balancing gender numbers
- social compatibility of groups and individuals

*Please note that requests must have an education reason or purpose (being with friends is not an educational purpose).*

Where possible, we will honour parent requests but please understand that we must also work within the Ministry of Education guidelines on class size (maximum 28 or 30) and composition. Therefore, it may not be possible to make all requests happen. If you have any questions, feel free to contact Mrs. Reid at [heather.reid@abbyschools.ca](mailto:heather.reid@abbyschools.ca)

Student's Name: \_\_\_\_\_

Requested Teacher: \_\_\_\_\_

Grade Next Year: \_\_\_\_\_

Current Teacher: \_\_\_\_\_

Current School: \_\_\_\_\_

Supporting Reasons:

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

Date: \_\_\_\_\_