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# ROSLYN

## PUBLIC SCHOOLS

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Box 367, Roslyn, NY 11576 <http://www.roslynschools.org>

Heights School, 240 Willow Street, Roslyn Heights, NY 11577  
East Hills School, 400 Round Hill Road, Roslyn Heights, NY 11577  
Harbor Hill School, 3 Glen Cove Road, Greenvale, NY 11548

February 24, 2020

Dear Parents:

While there are several months to go until the current school year ends, and though it may seem early, we will soon begin the important process of creating well balanced classes for the 2020-2021 school year. There are many critical factors that must be considered as we work diligently to do our very best to create a positive learning environment for *all* children in each classroom. It is an extensive process that takes thoughtful care and contemplation. We will certainly deliberate using the many variables that we already know about your child academically, socially, and emotionally. We also invite you to share your input about your child with us.

In addition to your input, we meet with each child's current teacher and special area teachers to further discuss your child's needs. We hope you will appreciate this opportunity to share your input about your child with us and at the same time please understand that school teams help make the final placement decisions.

If you feel that there is information we do not have already about your child, a short note can be written to the building principal and submitted to each respective principal's main office **no later than March 27, 2020**. **These notes cannot be returned via email and must be submitted in writing to the principal.**

**Important reminders:**

1. You **may not** request a specific teacher.
2. It is not possible to hold individual conferences to discuss your child/children. Whatever you would like to convey can be submitted in writing to the building principal. Be assured that we **will read every word**.
3. Many factors go into creating balanced classes, therefore, it is imperative that parents **do not list classmates** that should be placed together. Those requests cannot be met within this comprehensive process.
4. The Previous Sibling Form, available on the district website, should be used to communicate with us. If you choose to submit this form, it is important that you print a copy of the form and return the completed form directly to each respective principal's main office on or before **Friday, March 27, 2020**.
5. If you would like to submit an input letter, please return your letter **on time** (March 27, 2020). We will be starting the placement process and we would like to be sure your input will be included in each and every step of the process.
6. YOU WILL BE INFORMED OF YOUR CLASS ASSIGNMENT FOR THE 2020-2021 SCHOOL YEAR IN **LATE AUGUST**.
7. Please call your child's school if you are moving and will not be with us for the 2020-21 school year.

We appreciate your cooperation and feedback and look forward to a wonderful new school year.

Very truly yours,

*Mary Wood*

Mary Wood  
Heights Principal

*Melissa Krieger*

Melissa Krieger  
East Hills Principal

*Jessica Kemler*

Jessica Kemler  
Harbor Hill Principal

**ROSLYN PUBLIC SCHOOLS  
PREVIOUS SIBLING FORM**

(THIS FORM IS **CONFIDENTIAL** AND WILL BE SEEN BY THE PRINCIPAL ONLY)

CHILD'S NAME: \_\_\_\_\_

PRESENT GRADE LEVEL: \_\_\_\_\_

CURRENT TEACHER: \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_

Please complete the form below if you have a child entering grades 1-5 who you wish **NOT** be placed with a sibling's previous teacher.

Please keep in mind that grade level assignments for teachers may change from year to year.

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I do not want my child placed with \_\_\_\_\_  
(Name of teacher)

Name of sibling who had the above-named teacher \_\_\_\_\_  
(Name of Sibling)

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I do not want my child placed with \_\_\_\_\_  
(Name of teacher)

Name of sibling who had the above-named teacher \_\_\_\_\_  
(Name of Sibling)

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Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_