**HARMONY ELEMENTARY SCHOOL**

 **3946 S. BOGAN ROAD**

**JONATHAN DAY**

**Principal**

**DR. EMILY NELSON**

**Assistant Principal**

**CANDACE JONES**

**Assistant Principal**

 **BUFORD, GEORGIA 30519**

 **PHONE: 770-945-7272**

 **FAX: 770-932-7497**

March 16, 2023

Dear Parents,

As we approach the final two months of the school year, we are ready to begin the process of developing class lists for 2023-2024 and would like you to have the opportunity to assist in making an appropriate placement for your child. We anticipate about 620 students at Harmony Elementary next school year.

Many factors such as academic abilities, boy/girl populations, and individual needs of students are examined when forming classes and assigning teachers. Classroom teachers, administrators, and support personnel meet to plan for the best placement of each child as he/she moves from grade to grade. You can also help with this process.

If your child has a medical, physical, or emotional need that will affect his/her classroom placement, please communicate this reason in a **separate letter** to me. All letters will be reviewed, and special circumstances will be considered when making placement decisions. Please note that to maintain balanced classes, requests for specific teachers cannot be honored.

Please sign and return this form to your child’s teacher to keep on file. If your child will not be returning to Harmony, indicate that on the form below. All special considerations need to be submitted in a separate letter to me by **Friday, March 31st**. Thank you for your help in ensuring that we make the best possible placement decision for your child.

Sincerely,

Jonathan Day

Principal

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 Child’s Name Teacher’s Name

\_\_\_\_\_\_\_\_\_ I have submitted a separate, confidential letter to Mr. Day with my concerns for my child’s placement. (If you do not receive a confirmation of your letter by April 14th, please notify Mr. Day.)

\_\_\_\_\_\_\_\_\_ I have no special requests indicated for the 2023-2024 school year.

\_\_\_\_\_\_\_\_\_ My child will not be returning to Harmony Elementary for the 2023-2024 school year.

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 Parent’s Signature

**Please return completed form by Friday, March 31st**