

**Melba Elementary School**  
*Learners Today, Leaders Tomorrow*

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Melba, Idaho 83641  
208-495-2508 ~ 208-495-2367 (fax)  
[www.melbaschools.org](http://www.melbaschools.org)  
Sherry Ann Adams, Principal

Monday, May 4, 2015

Dear Parents,

We are nearing the end of our current school year, and will soon begin to look at preparing the class lists for the 2015-2016 school year. This process involves many people and many factors. As parents you have valuable information about your child that can be beneficial in this process. We must keep in mind that when completing class lists there are many factors to consider. For example: gender, ethnicity, special needs, and social issues are just a few factors that are considered as we compile the classes. Our highest priority is to create classes that maximize the benefits for all students. As we prepare to begin this process we will welcome your input as parents. However, we must caution you that we can not guarantee that your choice will be honored.

If you have requests that you would like considered please fill out the reverse side of this form and return it to the Melba Elementary school office by **May 14<sup>th</sup>**. Late requests or requests by phone will not be accepted. If you have any questions or concerns please contact me.

Thanks for your help and support for the education of our children.

Mrs. Sherry Ann Adams  
Principal

Melba Elementary School  
Student Placement Request Form  
2015-2016

Student Name: \_\_\_\_\_

I would like the following request to be considered in the placement of my student for next year:

\_\_\_\_\_  
\_\_\_\_\_

I am making this request because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

*I understand that classes are designed to provide a heterogeneous grouping of students based on consideration of several factors including but not limited to gender, ethnicity, special needs, and social issues. While parent requests are given serious consideration they may or may not be approved. Class lists will be posted at the school on or before the first day of school.*

Signed: \_\_\_\_\_

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

For Office Use: Date Received _____
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