

# *JOHN LYMAN SCHOOL*

Regional School District 13  
P.O. Box 446  
106 Way Road  
Middlefield, Connecticut 06455

KAREN M. BRIMECOMBE, Principal

Telephone (860) 349-7240  
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March 3, 2010

Dear Parents,

Conference time is approaching and some parents have begun to ask questions about class placements, particularly for students moving from kindergarten to the 1-2 team and for those moving from the 1-2 team to the 3-4 team. Whenever I have been asked, I have responded that we will, as always, be asking parents not to make a request for a specific teacher.

Large numbers of requests can result in unbalanced classes and numerous other problems. I have not accepted any requests for specific teachers for many years. This year, once again, I am asking that you NOT make any specific requests for a teacher. I would ask, as well, that you NOT ask teachers to pass along specific requests. It puts them in an awkward position – a situation that I want to avoid.

So how can you be sure that you have some voice in the process? Instead of making a specific request, I invite you to send me a note or letter describing how you believe your child learns best. Tell me about him or her as a learner and describe the type of environment and interactions which seem to work best. If there is a particular situation that you know will not work well for your child, please be specific about it. In addition, please let me know if there are any special considerations we need to keep in mind as we begin the process of establishing classrooms for next year. Such situations might include allergies or special needs of your child. With the increase in the cases of severe food allergies, particularly peanut and tree nut allergies, I would ask for one additional – rather unusual – piece of information. If your child eats only peanut butter at lunch and/or snack time and therefore cannot be placed in a classroom with an individual with severe peanut allergies, would you please let me know?

Please send your note or letter to me by Friday, April 9<sup>th</sup> so the information you provide will be available in sufficient time for the establishment of next year's classrooms. Letters received after that time may not be able to be taken into consideration. Of course, all information will be kept confidential.

Finally, since we will be using your information in conjunction with that provided by the staff members who know your child so well, we will not be making any changes in classroom assignments during the summer months.

If you have any questions, please call me at 349-7240.

Sincerely,

Karen M. Brimecombe