

Child's Name: Last	First	Middle	Nick Name
Birth date	Age	Gender	Office Use

## San Marino Unified School District

Dear Parent,

To help the school staff become familiar with your child's developmental and instructional needs, please complete all of the following information.

In placing children, there is an attempt to achieve a reasonable balance in each class. This includes special needs, gender and ethnic origin considerations. Although principals try to be sensitive to family issues, there are no guarantees for class placement based on any one factor.

### ***Child Developmental History***

*Does your child have any health or other developmental concerns that may affect his/her learning? \_\_\_\_\_* If there are concerns, please briefly describe your concern below.

***Are there any important family issues that may effect your child's learning?*** Please answer yes or no. \_\_\_\_\_ If there are issues, briefly describe below.

***Does your child have any special needs that should be considered during placement?***

- ☐ Has your child been found eligible to participate in special education services prior to this year? Please answer yes or no. \_\_\_\_\_

If the answer is yes, please grant your permission to contact and exchange information with the school/agency who has been providing the services.

Agency: \_\_\_\_\_  
                     Name                                      Address                                      City      Zip

Contact: \_\_\_\_\_  
                     Name    Phone

I grant permission for the principal and/or educational psychologist to contact the above person to exchange information related to the special needs of my child as related to his/her educational program.

\_\_\_\_\_  
 Parent/Guardian Signature                                      Daytime Phone                                      Date

- ☐ Does your child have exceptional needs that may require attention? Please answer yes or no. \_\_\_\_\_ If there are concerns, please attach a note with the details

This information is confidential, only to be shared with the principal, and/or assigned teacher and/or other related professionals in the case of special needs.

\_\_\_\_\_  
 (Print) Parent/Guardian's Name

\_\_\_\_\_  
 Daytime Phone

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## San Marino Unified School District Class Placement Information

### Carver Elementary School

3100 Huntington Drive  
San Marino, CA 91108  
(626) 299-7080

**Mrs. Elizabeth Hollingsworth**  
Principal

Kindergarten-3<sup>rd</sup> grade  
8:30 AM to 2:30 PM  
4<sup>th</sup> and 5<sup>th</sup> grades  
8:30 AM to 2:50 PM

### Valentine Elementary School

1650 Huntington Drive  
San Marino, CA 91108  
(626) 299-7090

**Mrs. Colleen Shields**  
Principal

Kindergarten-3<sup>rd</sup> grade  
8:30 AM to 2:30 PM  
4<sup>th</sup> and 5<sup>th</sup> grades  
8:30 AM to 2:50 PM

### *When will I know my child's class assignment?*

Class assignments will be posted at your child's school at 4 pm the day before school starts.

To insure an educationally sound program, classes must be reasonably balanced in terms of class sizes, gender, exceptional and/or special needs, and ethnic origin. The best laid-plans for appropriate class balance can be turned upside-down with last minute student withdraw or enrollment. In late August, adjustments to class assignments are nearly always necessary. Therefore, for the educational benefit of all of the children, it is necessary to finalize class assignments close to the time school opens. We apologize for the inconvenience in advance, and ask parents to be patient and anticipate alternate plans for child-care needs.

***What happens if the kindergartens at the school of residence are full?***

Assignment to the school of residence is made on the basis of order of enrollment in the district. When kindergartens at a child's school of residence are full, the Registrar must assign the child to the school with space. Under San Marino Board Policy, this child is returned to his/her school of residence in the fall of the following school year.

***How are children assigned to classes?***

Assigning a child to a class is made in the context of what is best for each child and for the group as a whole. All of the following factors are taken into consideration by the principal. These factors are not considered in the order that they are listed below, and, with the exception of a federally mandated program described in an existing IEP or Section 504 Plan, the decisions are not made based on one factor alone.

- ☐ Mandates of a child's Individual Education Plan (IEP) and/or Section 504 Plan
- ☐ Reasonable balance of children in consideration of educational needs, gender, twins/triplets, and ethnic origin.
- ☐ Delayed enrollment or retention in kindergarten
- ☐ Family circumstances of extreme hardship
- ☐ Birth-date
- ☐ Order of enrollment

***What factors may not be considered during placement?***

The following circumstances are understandable reasons on which parents base their preferences, but because they are the same for nearly everyone, it is not appropriate to use them as criteria for placement decisions.

- ☐ Positive history with a particular teacher
- ☐ Participation in school related activities
- ☐ Parents' work schedules
- ☐ Child care schedules

***How will my twins/triplets be assigned?***

Unless the parent submits a written request for an alternate course of action prior to class assignment, all of the children from one family who are in the same grade level will be assigned to a different teacher.