



Pevely Elementary School

Educating Today for a Better Tomorrow



Katie Dunlap
Principal

Michelle Liles
Asst. Principal (K-2)

Adam Dixon
Asst. Principal (3-5)

Adalee Chaffee
Counselor (K-2)

Miranda Schultz
Counselor (3-5)

2024-2025 Teacher Request Form

Dear Pevely Elementary Families,

Pevely Elementary will be accepting teacher requests from parents of students entering grades K-5, however, we feel it is important for parents to keep in mind our practice for placement of students.

Please know that class roster development involves the consideration of multiple variables. Some of the variables considered include gender ratios, peer relations, class sizes, special needs, personalities, learning styles, and academic abilities. Our intention is to place all students in a balanced classroom with a teacher who will support their individual academic and character growth needs. In addition, we ask our classroom teachers, counselors, special education teachers, and nurses to provide information that will help with rostering students in the most suitable classroom. Our goal is to create a well-balanced classroom for all students.

At Pevely Elementary, we are very fortunate to have an exceptional group of teachers and staff to work with our students and families. We do understand at times parents feel the need to make a teacher request. Should you decide to make a request, parents are required to make all requests on the Teacher Request Form. *The form **MUST** be returned to the office in person and cannot be sent with the student, faxed, emailed, mailed, etcetera.* All requests are required to have educational reasons to confirm how the requested teacher would best meet the needs of your student. Forms will be accepted from **Tuesday, February 20, 2024** until **Thursday, March 28, 2024**. Requests will not be accepted after **March 28, 2024**, as the roster process will have started.

Parents must provide their top two teacher requests, however, keep in mind that staff changes do occur during the summer. A limit of requests per teacher has been set to ensure that only a portion of each classroom's enrollment is filled by parent requests to keep our classrooms balanced. The date of receipt of the request could become a factor in determining which requests are honored as it is on a first come first serve basis in the approval process. Overall, our goal is to provide the best educational environment for your child and to do this, several factors must be considered.

Pevely Elementary administrators will take your child's best interest into account as they determine the final class placement of your child.

Sincerely,
Pevely Elementary Administration

I have read and understand the requirements listed above for Teacher Requests at Pevely Elementary.

Parent/Guardian Signature

Date

Teacher Request Form

Child's Name: _____

Grade entering for the 2024-2025 School Year: _____

Parent/Guardian Name: _____

Phone Number: _____

Please provide 2 teachers in case your first request cannot be granted.

First Choice: _____

Second Choice: _____

Educational Reasons for Request: (Must complete for the request to be taken into consideration)

Parent Signature

Date

- Teacher request forms **MUST** be returned to the building office in person by the required deadline.
- Provide **2** teachers in case your first request cannot be granted.
- Completion of this request form **DOES NOT** guarantee that the request will be honored, only that it will be considered.

DEADLINE TO TURN IN

THURSDAY, MARCH 28, 2024

For Office Use ONLY

Date Received: _____

Received By: _____

Time Received: _____

Pevely Elementary
K-5 Classroom/Student Exclusion Form

Parents may request to exclude placement of their student with a teacher providing a valid reason of why that student would not be suitable with that particular teacher. Not all requests will be honored and please understand that once rosters are posted they will not be altered in any way.

Requests for a student not to be placed with another student, within reason, must be noted on this form in order to be considered as well.

All requests must be made on the attached exclusion form. Forms must be returned **in person** to the Pevely office no later than March 28, 2024.

Pevely Elementary administrators will take your child's best interest into account as they determine final class placement. Overall our goal is to provide the best educational environment for your child and to do this several factors must be considered.

Sincerely,

Pevely Elementary Office Staff

Exclusion of Placement Form

Student Name: _____

Grade entering for 2024-2025 school year: _____

To learn more about your child, please tell us a little about your student. This information will be kept confidential, so PLEASE be honest.

Please circle the TOP 5 characteristics your child displays:

Shy	Outgoing	Talkative	Quiet	Patient	Impatient
Bubbly	Anxious	Bossy	Reliable	Sociable	Sensitive
Competitive	Funny	Nervous	Calm	Energetic	Curious
Silly	Impulsive	Kind	Cooperative	Easy-going	Polite
Respectful	Imaginative	Logical	Witty	Affectionate	Compassionate

Is there any student(s) you would prefer your child **NOT** be assigned in the same classroom with? Please provide the student(s) name and a valid reason:

Student name(s): _____

Reason: _____

Is there a classroom teacher you would prefer your child **NOT** be assigned to? Please provide the teacher's name along with a valid reason:

Teacher Name: _____

Reason: _____

Requests without a valid reason will not be honored, nor is it always possible to honor every request. All requests will be considered, however, rosters will not be altered after they have been posted.

Parent Signature

Date

For Office Use ONLY

Date Received: _____

Received By: _____

Student/Parent Handbook

Teacher Requests for the 2024-2025 School Year:

The window for making teacher requests for the 2024-2025 school year will begin Tuesday, February 20, 2023, and end on Thursday, March 28, 2024, at 4:00 PM. Parents making a request will have to come to the Pevely office and request a teacher request form. The form must be turned in to the office in person by the parent. *Request forms will not be accepted any other way.* Once completed, the form will be signed and time-stamped by the office. If the request is approved, the requests will go in the order they are received.

On the request form, parents must provide 2 choices for placement and a valid educational reason for the desired placement. Filling out the form does not guarantee placement in either room but will be considered when creating rosters.

Any requests after 4:00 PM March 29, 2024, will NOT be accepted as roster development will begin. If there is a major concern or need after this deadline please contact the building principal directly.