



ASHTABULA AREA CITY SCHOOLS

6610 Sanborn Road • Ashtabula, Ohio 44004 • Phone: (440) 992-1200

Dear Ashtabula Area City Schools Families,

The Ashtabula Area City Schools understands that as your child is transitioning to a new grade level that there are various reasons that families make requests for a child to be in a classroom with a particular teacher. We respect that our parents/guardians are involved in their child's education and are attempting to place their child in the most comfortable environment to maximize success. We have a few guidelines that parents/guardians must adhere to in order to make this process fair for all that make requests. Although we cannot guarantee that all requests will be honored, they will be taken into consideration if these guidelines are met:

- Any request is submitted to the building principal by May 10th.
- The request is made in writing and includes the reasons for the desired placement.
 - A handwritten or typed letter is acceptable.
 - An email to the building principal is acceptable.
 - A verbal request, voicemail, or message via social platforms will not be accepted.
- The request will include current contact information for the parent/guardian.
- Parents/guardians will attend a scheduled meeting with the principal to discuss the request.

As per our normal guidelines the person making the request must be the legal guardian of the child. Additionally, we ask for your understanding when making the request that you do so by the deadline included and that once a request is approved that it will not be modified at the beginning of the school year in August. We hope that you understand that scheduling students is an arduous task, which we spend a lot of time on in the summer months, so moving students in August will compromise that work. Thank you for your attention to this matter, and while we cannot make guarantees on placement, we are honored to work with our families.

Sincerely,

Dr. Mark R. Potts

Superintendent

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