

Gold Ridge Elementary School

Request For Student Placement Change



Please read the information below carefully. Failure to do so could impact the chances of a placement change being made. Parents or guardians filling out this document are hereby notified that while a change may be requested, it is in no way a guarantee of a reassignment. Classroom size may preclude any change from being made; Gold Ridge follows the district approved class size requirements. Specific information can be found below in terms of information needed to process the request. Current teachers will see all submitted forms and documentation. This form must be submitted to the main office. Please allow 24 hours for processing.

- *Reason For Change Request – Please provide Gold Ridge with a succinct reason for requesting the change.*
- *Supporting Documentation – In order for a change to be made, this form must be submitted with recent supporting evidence proving the need for reassignment. Examples would be samples of class work, parent/teacher communication logs, email, behavior charts, student study team forms, IEP documentation, psychologist reports, speech pathologist reports, OT/PT reports, behavior plans and report cards and conference notes from the previous school year. Other items may be attached if deemed appropriate. Failure to provide documentation will cause the request to be denied. Written evidence must be attached.*

Student Name: _____

Student ID Number: _____ Grade: ____ Current Teacher: _____

Reason For Change Request: _____

Supporting Documentation (Please List): _____
