

Anne Gamoke
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March 9, 2012

Dear Elementary School Parents,

The Plymouth School District has a designated attendance area for each elementary school. In order to maintain the smallest class size possible, children are assigned to a specific school when they enter the District. Children having older siblings in elementary school are automatically assigned to that school in order to keep family members in the same building.

A current District practice (*Elementary School Reassignment Program*) allows parents of elementary students to request that their child be assigned to another school. If these requests are honored, **parents will be responsible for all transportation from their home or childcare location to and from the new school.**

Once a child is assigned to a new school, it is intended that they remain in that school without reapplying each year. If there were a major shift in enrollment for the new school, then we would request volunteers to transfer first. If there are no volunteers, children who attend school through the *Elementary School Reassignment Program* will be returned to their home school. Educational needs of a student and space availability will be the determining factors for school reassignment decisions.

If you wish to request an elementary school other than the one to which your child has been assigned, please complete an *Elementary Reassignment Application*, which can be picked up at any elementary school, District Office or download from our website. **This form must be returned to the District Office, 125 Highland Avenue, Plymouth, WI 53073 no later than April 20, 2012.**

If you have questions about the Elementary Reassignment Program, please contact the Pupil Services Office at 892-5022.

Sincerely,

Anne M. Gamoke
Director of Pupil Services