



West Side School

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT
1597 Laurel Hollow Rd • Syosset, New York 11791

Kurt A. Simon, Principal

516.692.7900 Main Office

March 4, 2013

Dear Parents:

In the upcoming weeks, we will begin the process of **student placement for next year**. Our goal is to create balanced classes where all children can thrive academically and socially, while ensuring that district procedures are fair and equitable.

The process of creating classes is a complex one. It involves determining the best placement for each child and the best grouping of students in each classroom. All teachers who have an understanding of the academic and social needs of the students on each grade level have input into this process. Individual learning styles, peer relationships, behavior, and work habits are considered when determining the right placement for each child. In addition, we work carefully to ensure that classes have a balance of boys and girls and a range of abilities.

Parental input can be an important part of this process. If **your child** has **special needs** that are **not already known by his/her classroom teacher**, you may submit a letter to my attention by April 5th.

Please note:

- Letters from past years are **not considered**.
- Letters should be sent to the main office (and **not via email**).
- Requests for a specific teacher or placement with any specific child will **not be honored** and should **not be included in a letter** (or discussion with a teacher).

Please know that we will give the same level of care and attention to the placement of every child, whether a letter is written or not.

I appreciate your confidence in the professional staff as we begin this important process. Thank you for your continued support of our efforts to create an educational environment where every child will be happy and successful.

If you have any questions, please feel free to call me.

Sincerely,

Kurt A. Simon