



# WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

*Learning and Leading for Tomorrow*

**Gudith Elementary School**  
22700 Sibley Road  
Brownstown, MI 48193  
Phone 734.783.5386 • Fax 734.783.5389

Thomas Martin, Principal

## **INFORMATION CONCERNING EDUCATIONAL REQUEST**

As we strive to create balanced classrooms that are most beneficial for all students we take many things into consideration. In this process, staff members meet to discuss and decide where the students should be placed for the next school year. There are several factors that we consider: achievement levels, gender, past retention, siblings and student combination, balance of class size, student's learning style, special instructional needs, and other reasons deemed important by the staff.

**A Parent/Guardian request for a specific educational setting will be taken into consideration, but is not guaranteed.**

Please be careful when deciding to request a specific teacher for your child. *An educational request will only be honored one time during the child's educational years at Gudith Elementary School.*

## **THE PROCEDURE FOR A REQUEST WILL BE AS FOLLOWS:**

1. Request forms will be available online by **April 13, 2020**.
2. All requests are **due no later than May 8, 2020**.
3. Due to the closure of school, requests can be sent via email to the building administrator.
4. Requests **must include academic and educational reasons** as to why the request is being made.
5. We reserve the right to assign specific classrooms and teachers.

When the request form is returned to the office, it will be dated and numbered. While we will do our best to honor requests in the order in which they are received, designing balanced classrooms that will benefit all our students most, is our first priority.

Please feel free to contact me with any questions about this process.

Thomas S. Martin  
Principal