

## School District of New Richmond

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Mailing Address: 701 East Eleventh Street, New Richmond WI 54017  
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February 5, 2026

Dear Parents / Guardians,

Each year, a critical part of our planning for the new school year is the placement of students in classrooms. This process is involved and elaborate, with a variety of staff members providing input. We make every effort to properly match students with teachers who will meet their individual needs. Our goal is to develop a heterogeneous mixture of students in every classroom, taking into consideration academic achievement, gender equity, social/emotional development and special needs of specific students.

Traditionally, parents have been allowed to write to their building principal and provide information about their child that aides staff in making placement decisions. We would like to continue this process as long as it is feasible. Whether you choose to provide a letter or not, the utmost care will be given to the placement of each child.

As in the past, we strongly discourage letters that simply provide one teacher name. If names are included, the letter must provide more than one teacher option and state strong, rational, specific information on your child's needs.

Requests for a child not to be placed with another student need to be noted in writing and again, include a strong rational for the request. Parents should be aware that other considerations may also interfere with such requests.

After due consideration of staff recommendations and parent input, the final decision on all placements rests with the principal.

Again, you do not need to send a letter, however should you have specific information that you believe will help in the placement of your child, it is due in the school office no later than:  
**Friday, March 13, 2026**

Sincerely,  
SCHOOL DISTRICT OF NEW RICHMOND

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