

**Abilene Independent School District**

3749 S. 23rd • Abilene, Texas 79605 • (325) 690-3920

## **Classroom Request Guidelines 2024-2025**

- Because of individual academic/social-emotional needs, and teacher recommendations, it is not always possible to honor parent requests. Our top priority for this next academic year is to prioritize the individual needs of all students before considering parent requests.
- Parents wishing to make a request for their child for the upcoming school year must make the request in writing to the principal by submitting a completed *Classroom Information Sheet*. It is required that you list 2 teacher choices. The deadline for submission is Monday, May 20th. All forms should be turned in to the front office at Austin Elementary.
- Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher. Please trust that we will make decisions based on what we feel is best for each student based on past performance and current needs. All teachers at Austin are outstanding!
- The final decision on all student placements rests with the campus administration team after due consideration of student needs, staff recommendations, and parent requests. We will do our best to place students per parent requests, however, as stated; we may not always be able to.
- Thank you for the support you give your child and for your cooperation and understanding during this process.

**ONLY REQUESTS RECEIVED BY MONDAY, MAY 20TH WILL BE CONSIDERED.**



*Austin Elementary School*  
*Great Happens Here*

Lacy R. Bruce  
Principal  
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## **2024-25 Classroom Information Sheet**

**Student's Name** \_\_\_\_\_

**2024-2025 Grade** \_\_\_\_\_

**Teacher Requested** \_\_\_\_\_ **Teacher Requested** \_\_\_\_\_

**Reason For Request:**  
*(Check all that apply)*

\_\_\_\_\_ **Academic Need**

\_\_\_\_\_ **Social-Emotional Need**

\_\_\_\_\_ **Other** \_\_\_\_\_

**Please use this space to elaborate on the need for your request.**

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**I understand that this request is not guaranteed and trust campus administration and teachers at Austin Elementary to do what is best for the students at Austin.**

**Parent/Guardian Signature:** \_\_\_\_\_

**INFORMATION SHEETS NOT FULLY COMPLETED WILL BE RETURNED TO THE PARENT**

**DATE RECEIVED:** \_\_\_\_\_  
**(FOR OFFICE USE ONLY)**