

Fairfield Community School District

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May 6, 2008

Dear _____

I write to you today on behalf of Fairfield Community School District in order to inform you of the current enrollment situation with Washington Elementary 3rd grade. As of October 15, 2007, the date of the district's official certified enrollment count, the district elementary student population had declined by 60 students, compared to the official count in 2006. Presently, the district is working on staff assignments for the 08-09 school year. As part of this process, we attempt to balance quality instruction and fiscal responsibility. An integral aspect of achieving this balance is evening out student populations among the district grade level sections to ensure responsible utilization of all staff members and to promote learning for all students.

Since the third graders' kindergarten year, the size of this class has warranted an additional section at Washington Elementary. Now, declining elementary enrollment across the district does not support seven sections of grade 4. Therefore, FCSD will be offering 2 sections of 4th grade at Washington Elementary in 08-09. Thus, the district will proceed with reassignments of a small number of students in order to balance 4th grade section sizes for the upcoming school year. The goal will be to balance all 4th grade classes as close as possible to the district average class size. The procedure followed will be:

1. Ask for families to volunteer to be reassigned.
2. Determine addresses of 08-09 4th grade students in proximity to another district elementary attendance center. This will be a guideline, but not the sole determining factor. This will include families living at unassigned addresses with no siblings at Washington and also families who are open enrolled from other districts.
3. Take into consideration special education needs of students while reassigning.

If you are a family who would like to volunteer to have your son or daughter attend another attendance center, please contact the curriculum office at 641-472-2655 by August 1, 2008. Furthermore, if you are the parent or guardian of a current Washington 3rd grader who plans on moving before next fall, please inform us of your plans. The purpose of waiting until August 1st to make reassignments is to ensure the least amount of reassignments while still balancing class sizes. If we do not have enough volunteers by August 1, 2008, the district will reassign some students based on the above criteria to establish equity among all attendance centers.

Please contact the curriculum office at 472-2655 if you would like to volunteer for reassignment or have any questions. Be assured that all attendance centers in the district provide students with high expectations, quality instruction, and the opportunity to develop lasting positive relationships with adults and children.

Sincerely,

Marci Dunlap
Director of Curriculum

MD/cs