

Alyssa Gwinnell  
Principal

Michael Kenyon  
Assistant Principal

Tel 860-228-9493  
Fax 860-228-8592

**COLUMBIA SCHOOL SYSTEM**  
**HORACE W. PORTER SCHOOL**  
**3 SCHOOL HOUSE ROAD P.O. BOX 166**  
**COLUMBIA, CONNECTICUT 06237**



March 31, 2017

Dear Parent(s) and Guardian(s),

The time in the school year is approaching when teachers and administrators begin to turn partial attention to preparing for the opening of school in September. Every year between April and June we assume the responsibility of assigning students to classes for the next academic year. The task of formulating the most well-balanced, heterogeneous classrooms is a challenging and difficult endeavor. In brief, the classroom teachers at each grade level meet to create the class lists for the next school year. They take into consideration such things as learning styles, boy-girl ratio, academic growth potential, reading and math achievement, friendships, behavior, special education needs, peer interactions and other related circumstances. The lists are cross-checked by Special Education and Related Arts staff and then submitted to me. I then review the lists for overall composition and then assign a classroom teacher for the next school year.

Although we are sensitive to the parental desire to request specific classroom assignments, I write to emphasize that we do not subscribe to this practice. We have found that requests of this nature have seriously complicated, if not rendered impossible, our job of creating heterogeneous classes. I ask for your understanding in fairness to all the children and families in our school.

Please do not hesitate to contact me should you have additional questions.

Thank you in advance for your support.

Sincerely,

Alyssa Gwinnell