



Benjamin J. Phelps Elementary School

689 Main Street, Agawam, MA 01001 Tel # (413) 821-0586

Andy Villamaino, Principal, avillamaino@agawamed.org

March 27, 2026

Dear Parents/Guardians:

Spring is here, and this is the time of year when we begin planning for student placement for next year. This letter is meant to give you a clear understanding of the process and how you can be involved.

Placing students into classrooms is one of the most important things we do. There are many factors we consider when making these decisions, including academic balance, overall class size, a balance of boys and girls, learning and teaching styles, peer relationships, and any need for additional supports or services. We also take into account prior school experiences, work habits, social development, and input from families. It is a thoughtful and complex process.

Our staff will spend a great deal of time working through placements to ensure each student is set up for success. Our goal is for every child to be in a classroom that is supportive, appropriately challenging, and a good overall fit. Over the next two months, we will hold a series of placement meetings that include classroom teachers, specialists, counselors, and administration.

We understand that families may want to share information that could help inform this process. The *Parent Input Form* is one way to do that. Your input is valued and will be considered along with the many other factors that go into placement decisions. Please know that any information shared will be treated confidentially, but it will be reviewed by the team involved in making placement decisions.

On the back of this letter, you will find the form to provide input. Please keep in mind that this is one part of a larger process, and we are not able to accept requests for specific teachers. Completed forms should be returned to the office by April 17, 2026 in order to be considered.

We appreciate your trust in our process and your partnership as we work to create strong classroom communities for next year.

Sincerely,

Andy Villamaino
Principal



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Parent Input Form – Student Placement

Parent and guardian input is valued and will be considered along with the other factors outlined in the accompanying letter when making classroom placement decisions. If you would like to share information about your child's placement for next year, please complete this form and return it to the school office by April 17, 2026. The information you provide will help inform decisions for the 2026–2027 school year. While your responses will be treated confidentially, they will be shared with the staff involved in the placement process. Thank you for taking the time to provide this input as we work to determine the most appropriate placement for your child. Please note that we are not able to accept requests for specific teachers or guarantee placement with friends.

Student Name: _____

Current Grade & Teacher: _____

Student Strengths: _____

Student Areas for Improvement &/or Challenge: _____

Specific Learning Considerations (if any): _____

Type of Learning Environment in Which Your Child May Experience the Most Success: _____

Concerns, if any, Regarding My Child: _____

Other Pertinent Information: _____

Parent Signature

Date