



# Milford Middle School

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**COLLEEN M. HACKETT**  
Assistant Principal

**ANTHONY P. DeMARCO**  
Principal

**EMILY MacDONALD**  
School Counselor

**ELIZABETH GIBNEY**  
Curriculum Coordinator

**WENDY VAUPEL**  
School Counselor

May 9, 2019

Dear Parents/Guardians of Sixth, and Seventh Grade Students,

Each year, we must rebuild the master schedule to include changes in teacher assignments and courses as well as the placement of all students onto academic teams and building their individual schedules. The gathering of student information is a vital component of this process. Our goal is to create balanced classes at each grade level and on each team while providing students personalized schedules to the best of our ability. In addition to academics we also factor in possible developmental and social issues and use this information to help us proactively eliminate any potential conflicts in a student's placement.

The process utilized in developing student schedules is carefully thought out and planned. An incredible amount of information both academic and social is gathered on the students throughout the year to assist us in making the most appropriate educational environment for the upcoming school year. Through a collaborative effort between classroom teachers, counselors, special education teachers, and administration we develop balanced classes that are consistent with the goals and objectives of the school, the district and community. Our staff continually reviews class lists making adjustments before the final lists are completed.

We work to achieve this goal and appreciate the confidence that you have in us to accomplish this difficult task. However if you are aware of any extraordinary factors concerning your child's placement, which the teachers and staff may not be aware of, please put that information in writing to me **no later than Thursday, May 30, 2019.** Please be specific when describing your child's unique situation or the type of learning environment that you feel may best suit your child. If the information conflicts with information we have received, we will decide the best course of action based upon what would be best for the student educationally. Please do not ask for your child to be grouped with friends as each child has unique learning styles and educational needs. For this reason, we cannot guarantee that requests can be honored. *I ask that you not request a specific team or teacher for your child as we cannot honor such a request due to the many factors involved in placing students.*

Students will receive a letter prior to the start of the school year informing them of their team assignments. Once the summer letter is received and placement has been determined changes rarely occur due to the complexity of the process involved.

My staff and I look forward to creating the most appropriate learning environment for your child at Milford Middle School.

Sincerely,

Tony DeMarco  
Principal