



# **TAVELLI**

## **TIGERS**

**Tavelli Elementary School**  
**1118 Miramont Drive.**  
**Ft. Collins, Colorado 80524**  
**(970)488-6725**

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April 9, 2021

Dear Tavelli Families:

This is an exciting time of the year! It is a time when we celebrate all the growth of our students, and begin the important work of planning for the new school year.

One of the most critical and time-consuming tasks for teachers and myself during the next few weeks is the placement process. This year we will be implementing a new process to guide our work, and we need your input. The procedure we follow to ensure the best classroom environment for each Tavelli student has several steps and requires several staff meetings. The ultimate responsibility for classroom placements falls to me.

Our time frame for our process is as follows:

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|-----------------|--|
| April 9         | Family Input Form sent home with Friday notes                  |
| April 12        | Family Input form due to office by 3:00. (NO LATE SUBMISSIONS) |
| April 12-May 26 | Class Placement Process  |
| August 11       | Calls and emails sent to parents specifying teacher placement  |

If you know that you are moving or changing schools and won't be attending Tavelli Elementary next fall, please call the Main Office, 488-6725 as soon as possible.

Thanks for sending your great kids to us; it is a privilege having your child(ren) at Tavelli.

Sincerely,

Christine Hendricks,  
Principal