



# Hawthorne School

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*Emilio Jennette, M.A., M.Ed.*  
*Principal*

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**This is a letter of request only.  
Request does not guarantee placement.**

April 18, 2024

Dear Hawthorne Families,

In the upcoming weeks we will begin to develop class lists/placements for the 2024-2025 school year. Careful consideration is given to student's academic, social and behavioral, cultural and special needs during the class placement process.

This process involves consultation between teachers and adherence to the following guidelines:

- Gender
- Special Instructional Needs
- Behavioral/social and emotional needs
- Class size
- Academic achievement

The entire process is a lengthy process which involves the consideration and weighing of many factors. Our goal is to make the best educational decision for your child. To this end, a parent/guardian may write a letter of request indicating their preferred teacher for next school year and their rationale for this request. Please know that a letter of request does not guarantee specific placement. As you are aware, changes in staffing do occur during the summer months and our staff makes careful decisions based on individual and group needs. Your letter of request provides us with additional information to inform our decision making.

All requests should be sent by Thursday, April 25, 2024, and should be sent via email to [dsantamaria@teaneckschools.org](mailto:dsantamaria@teaneckschools.org). Unfortunately, I cannot consider any requests received after this time. **All requests must include a rationale for the request to be considered.**

The responsibility for class placement and the final decision is the principal's decision. As always, please contact me if you have any questions regarding this sensitive issue.

Sincerely,

Emilio Jennette, M.A., M.Ed.  
Principal

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*Make it a great day...the choice is yours!*