

**HILLVIEW MIDDLE SCHOOL**  
**1100 ELDER AVENUE**  
**MENLO PARK, CALIFORNIA**  
**(415) 326-4341 (phone)**  
**(415) 325-3861 (fax)**

May 17, 2009

Dear Parents of Hillview Students in 2009-2010,

Over the summer, we will be developing class lists for next year. For parents who wish to provide us with information as we do so, a parent input form is available on the Hillview website at the following address: <http://www.mpcsd.org/Hillview/>. If you wish to submit a form, please download a copy from the website, fill it out, and return it to the Hillview office. Forms for current Menlo Park students need to be returned by June 15, 2009. New parents should return the forms with the other registration papers.

We ask that you do not, except in very special cases, request a personal conference with the principal, a counselor, or a teacher. Our counselors will carefully consider the information that you provide. Unfortunately, we do not have the time to conference with every parent about class placement. At the start of the year, the input form will be shared with your child's teachers.

Scheduling of students at the middle school is a complex enterprise. It is necessary, for example, to schedule band and orchestra students into different core classes because of elective scheduling. Other elective choices, including foreign language enrollment, also affect scheduling. In addition, we need to balance core classes according to math placement, so that some math classes do not have 40 students while others have 15. (Final placement in math classes will be made in August after looking at students' performance on this spring's STAR and math placement tests and recommendations from this year's math teachers.) Special Education and English Learner schedules also affect placements.

Because of all of these factors, and many more, the initial scheduling of students will be done by computer. Afterwards, we will our best to balance core classes academically and socially, and to meet the educational needs of all students. To help in this effort, and to help give your child's teachers your perspective of you're his/her strengths and weaknesses, you may wish to fill out and send in an input sheet on your child. About 40% of the school's parents do so each year.

The school staff will try to make the Hillview experience a positive one for everyone involved. If you have questions, please feel free to contact the principal or a counselor.

Sincerely,

Mike Moore