

**Assignment of Students to Classes in Elementary  
(Mid-Year Enrollments)**

**Guidelines:**

The building principal will assign students to classes based on the following:

1. The number of special needs students already present in the classroom;
2. The availability of transportation to and from school;
3. The caseload of the specialists in the building taken into consideration;
4. The number of students in the class.

When student enrollment exceeds the recommended cap as per Board policy IHB - Class Size Guidelines, then a new students will be enrolled in the class with the fewest number of special needs student. However, no elementary class will be considered for new students if the enrollment is more than three students above the other grade level classes.