

Creating Balanced Class Lists

A 5-Step Checklist

Use this checklist to simplify your class placement process and ensure well-balanced, successful classes for the upcoming school year.

Step 1: Prepare Student Data

- Gather academic performance data (reading/math levels, standardized tests, report card grades)
- Collect social/behavioral notes (friendships, conflicts, behavioral concerns)
- Identify special education needs, IEPs, or 504 plans
- Note ELL (English Language Learners) and language support needs
- Gather teacher feedback about student personalities and learning styles

Step 2: Set Balancing Criteria

- Determine gender balance goals for each class
- Define academic balancing criteria (e.g., avoid clustering all high- or low-performing students)
- Balance social-emotional needs (e.g., maintain important friendships, separate disruptive pairs)
- Identify leadership students to distribute evenly across classes
- Set classroom size limits (max number of students per class)

Step 3: Organize and Group Students

- Create an initial grouping based on academic needs
- Adjust for social dynamics (friends, conflicts)
- Ensure equitable distribution of special needs students
- Mix leadership students across classes
- Ensure gender ratios are balanced

Step 4: Review and Adjust

- Review each class composition with grade-level teams
- Double-check for problematic groupings (e.g., multiple disruptive students together)
- Solicit feedback from teachers (if appropriate) before finalizing
- Adjust classes based on last-minute enrollment changes if necessary

Step 5: Communicate and Document

- Document final placements clearly
- Create backup lists for possible late enrollments or transfers
- Prepare parent communications (letters or info sheets about class assignments)
- Update internal systems (student information systems, schedules, etc.)

Streamline your class list creation with Shibutz

Stop juggling spreadsheets and sticky notes. Create balanced, optimized class lists in hours, not weeks.

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