

Retention for Students Grades 1-8**

Factors to Consider for Possible Retention

The following factors should be considered in any circumstance involving possible retention:

1. Age of the student;
2. Ability level of the student;
3. Maturity level of the student;
4. Previous retentions;
5. Achievement level of the student;
6. Parent's feeling towards retention;
7. Attendance.

Procedure to Follow for Possible Retention

The following steps should be taken when it appears that retention might be necessary for a student:

1. Diagnostic testing should be administered by the teacher to verify the areas of weakness;
2. The principal should be informed;
3. The teacher should schedule a conference with the parent;
4. A remedial program to correct the deficiencies should be instituted;
5. Further conferences with the parents should be held no later than the third nine weeks to inform the parents of progress made and/or notification of possible retention;
6. If retention is necessary, the principal will schedule a conference with the parents by the middle of May to discuss the reasons.

Date: _____

Student: _____

Present Grade Level: _____ School Year: _____

Teacher: _____

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been made that _____ remain at his/her present grade level for the oncoming school year.

As was explained to you by your student's teacher, _____'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended retention in his/her present grade level.

Please indicate your support or nonsupport of this recommendation below, and return this form to the school office no later than _____.

- I support the recommendation that my student remain at his/her present grade level for the coming school year.
- I do not support the recommendation that my student remain at his/her present grade level for the coming school year and require that my student be placed in the next grade level. In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

Teacher Signature

Superintendent Signature

Parent Signature