

Retention for Students Grades 1-8**

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By (mid-February), teachers of potential retention candidates will have made initial contact with parents regarding concern over a student's progress;
2. By (mid-April), the second parent contact will be made and permission secured for retention testing;
3. Retention candidates will be referred to the Student Support Team (SST) for staffing and intervention. The SST will use the retention checklist and the retention data collection form in compiling information about the student;
4. The SST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct an evaluation on the student recommended for retention;
6. At the conclusion of the testing, the testing team will review all information on the retention candidate and make its recommendation known to the SST;
7. Parents are invited to a SST staffing meeting where recommendation is discussed;
8. Parent/Principal endorsement/approval secured.

If a parent is requesting his/her student repeat a grade level, the following steps must be taken:

1. Parent will complete Retention Request form;
2. Teacher will forward the Retention Request form to the SST for staffing;
3. The SST will review the information collected on each student, ensure that all necessary information is on hand, and make a tentative determination of the instruments to be used in the evaluation;
4. The testing team will conduct an evaluation on the student recommended for retention;
5. At the conclusion of the testing, the testing team will review all information on the retention candidate and make its recommendation known to the SST;
6. Parents are invited to a SST staffing meeting where recommendation is discussed;
7. Parent/Principal endorsement/approval secured.

PARENT NOTIFICATION OF RETENTION RECOMMENDATION

Parent: _____ Date: _____

Student Name: _____

School: _____ Present Teacher: _____

Based on your request to retain your student at his/her current grade level, the school's Student Support Team (SST) has reviewed his/her academic and social progress.

After considerable professional deliberation, the SST's recommendation is: _____

Principal Signature: _____ Date: _____

I acknowledge that I have had the opportunity to review the reasons for the above recommendation with the school principal and the members of the SST and:

_____ I support the recommendation of the SST.

OR

_____ I do not support the recommendation of the SST and request that my student be retained at his/her current grade level.

_____ I do not support the recommendation of the SST and request that my student be promoted to his/her next grade level.

If I require a placement that is different from the SST recommendation, 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.

Parent Signature: _____ Date: _____