

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 retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Building Support Team (BST) for staffing and intervention. The BST will use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-April, the second parent contact will be made and permission secured for retention testing;
4. The BST 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 evaluations on identified students in each building;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the BST;
7. A conference with the parents of each child tested will be conducted;
8. Parent/principal/special services director endorsement/approval secured.

Harney County School District 3
RETENTION NOTICE

Date: _____

Student: _____

Present Grade Level: _____

School Year: _____

Teacher: _____

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

As was explained to you by your child'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 receipt of this recommendation below, and return this form to the school office no later than _____.

(Teacher Signature)

Date

(Superintendent Signature)

Date

(Parent Signature)

Date

Harney County School District 3
OFFICE RETENTION NOTICE

Date: _____

Student: _____

Present Grade Level: _____

The criteria used in making a recommendation for the retention of this student are as follows (include behavior, classroom performance, skill levels, achievement test scores, etc.):

(Teacher Signature)

Date

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the building principal by _____.