

# Jefferson School District 14J

Code: **IKE-AR(2)**  
 Adopted: 2/14/11

## Student Retention Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ School: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date: \_\_\_\_\_  
 Days Tardy: \_\_\_\_\_ Absent: \_\_\_\_\_ Present: \_\_\_\_\_ Evaluation by Special Services:  Yes  No Year: \_\_\_\_\_  
 Grade of Nearest Young Sibling: \_\_\_ N/A  Previously Retained: Yes  No  Grade: \_\_\_\_\_  
 Number of Schools Attended this Year: \_\_\_\_\_ Previous Attempt to Retain: Yes  No  Grade \_\_\_\_\_

**Check Each Blank that Applies:**

**Primary Reasons for Retention:**

- Math skills
- Reading skills
- Language Arts skills
- Physical size
- Social maturity
- Opportunities and experiences
- Attendance due to health problem
- Parent request
- Student effort to complete task
- Behavior and test data
- Result of SAT Process

**Contributing Factors:**

- Attention span
- Frequent change of schools
- Fine motor skills
- Gross motor skills
- Emotional maturity

Other: \_\_\_\_\_

**Corrective Measures to be Implemented:**

- Individual help
- Variety of teaching techniques
- Remedial assistance
- Extension of time
- Student conference
- Parent conference
- Resource room
- Counseling
- Chapter
- Tutor
- ESL
- Other \_\_\_\_\_

**Notification to Parent/Guardian:**

Number of notifications: \_\_\_\_\_  
 Manner of notifications:  
 Telephone: Dates-  
 Student conference: Dates-  
 Parent conference: Dates-  
 Progress report  
 Letter: Dates-  
 Report card  
 Describe attitudes, motivation, behavior, test data: \_\_\_\_\_

**Retention Decision**  
 (Complete Before Signing)

- Student Retained to Grade \_\_\_\_\_
- Student Not Retained

I **accept** the school's recommendation that my student be retained.

I **reject** the school's recommendation that my student be retained.

\_\_\_\_\_  
 Teacher Signature Date

\_\_\_\_\_  
 Principal Signature Date

\_\_\_\_\_  
 Parent/Guardian Signature Date

**Parent Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_