

### **Retention/Promotion 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 school staff, as designated by the superintendent, for staffing and intervention. Staff 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 building team 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 building team will conduct evaluations on identified students;
6. At the conclusion of the testing, the building team will review all information on the retention candidates and make recommendations known to individuals as appropriate;
7. A conference with the parents of each student tested will be conducted at which time the district's recommendation will be given.

The following questions will be considered in determining student retentions:

1. Academic:
  - a. Ability (what student is capable of);
  - b. Performance (what student is actually doing);
  - c. What would be required at next grade level;
  - d. Student's attitude, motivation and/or cooperation.

2. Social:

Will the student fit in (be accepted) with peers?

3. Age
4. Physical:  
Size, coordination, strength, agility (compared to peers);
5. Timing of Request:
  - a. How many weeks into the year?
  - b. Would it put the student behind in class work?
  - c. Is it reasonable to expect the student to catch up?
  - d. Would a promotion at this time put this student behind peers in credits?
  - e. If so, could the student still graduate with peers?
6. By being promoted would the student be missing important blocks of knowledge? If so, can they be made up?
7. Are there other concerns?

**Long Creek School District 17**  
**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

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the superintendent by \_\_\_\_\_.