

# Monument School District 8

Code: IKE-AR  
Revised/Reviewed: Unknown  
Orig. Code: IKE-AR

## 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 student tested will be conducted;
8. Parent/superintendent/special services director endorsement/approval secured.

## 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 \_\_\_\_\_.