



**Office Retention Consideration 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 \_\_\_\_\_.