

North Santiam  
School District

Code: **IKE-AR(2)**  
Revised/Reviewed: 11/19/15; 10/19/17  
Orig. Code(s): IKE-AR(2)

**Student Retention Form**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ School: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female 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
- Parent request
- Student effort to complete task
- Behavior and test data
- Result of SAT Process

**Supporting Factors:**

- 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contributing Factors**

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

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

**The following factors and data are provided to support the recommendation:**

Academic maturity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intellectual maturity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical maturity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Social maturity: \_\_\_\_\_  
\_\_\_\_\_

Emotional maturity: \_\_\_\_\_  
\_\_\_\_\_

Parent support: \_\_\_\_\_  
\_\_\_\_\_

Attendance: \_\_\_\_\_  
\_\_\_\_\_

Mental development: \_\_\_\_\_  
\_\_\_\_\_

Sex: \_\_\_\_\_  
\_\_\_\_\_

Siblings: \_\_\_\_\_  
\_\_\_\_\_

**Retention Decision**  
(Complete Before Signing)

Team Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Student Retained to Grade \_\_\_\_\_

Student Not Accelerated

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

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

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

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

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

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

**Inter-Disciplinary Team Signatures**

**Date**

**Circle Recommendation**

Agree

Disagree

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Agree

Disagree

Agree

Disagree

Agree

Disagree

Agree

Disagree

Agree

Disagree

Agree

Disagree