

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 Child Support Team (CST) for staffing and intervention.

The CST 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 CST 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 CST;
7. A conference with the parents of each student tested will be conducted;
8. Parent/Superintendent endorsement/approval secured.

RETENTION

Date: _____

Student: _____

Present Grade Level: _____ School Year: _____

Teacher: _____

After considerable professional deliberation regarding your student's progress, testing results and skill level, the recommendation has been forwarded to me that _____ remain at his/her present grade level for the upcoming school year.

As was explained to you by your student's teacher, _____'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended rededication and reinforcement through grade retention.

Please indicate your support or nonsupport of this recommendation below, and return this form to the school office no later than _____.

- I support the recommendation that my student remain at his/her present grade level for the upcoming school year.
- I do not support the recommendation that my student remain at his/her present grade level for the upcoming school year. I understand the superintendent, given input from the classroom teacher(s), will have the final decision.

(Teacher Signature)

(Superintendent Signature)

(Parent Signature)

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 _____.