

Administrators, at this time of year, you may be receiving requests from parents to retain students. When your team receives requests for retention, please have parents do the following:

- Refer parents to the Retention power point presentation on the Student Services Website.
- This is an educational and informational resource where you can direct parents so that they can access important information and research regarding the practice of retention and best practice for alternatives to retention.
- In addition, please refer parents to the district policy and procedures on Retention and Advancement found in the District Policy Manual under Student Students Services and then proceed to Registration and Pupil Accounting section 5S-002 2.9-2.10.5. **This will be helpful, particularly for parents of SPED students who may seek retention. The policy clearly states that this is an IEP team decision.**
- If parents want to continue to pursue retention, your school multidisciplinary team would then use the Grade Placement change form to conduct a formal meeting with parents that includes a parent statement, assessments, which may include the “lights Retention Scale” results (School Psych) and your team’s recommendation before it is sent to Student Services for a final decision. Through this process we can help educate parents regarding retention so that they can make informed and appropriate decisions for their child’s education.