

Davis School District  
**GRADE PLACEMENT CHANGE FORM**

Student Name: \_\_\_\_\_

School Attending: \_\_\_\_\_

Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Request for:      Retention      Advancement (circle one)

Grade level retention or advancement will be conducted in accordance with District Policy 5S-002 Registration and Pupil Accounting Procedures section 2.9 for elementary grades and section 2.10 for secondary grade.  
 Final placement decisions remain with the Local Case Management Team, the Director of Student Services, and either the Advanced Learning Programs Supervisor when considering advancement or a Special Education Supervisor when considering retention, with consideration of input from parents and others who are well acquainted with the student.

No retention or advancement shall be allowed without testing and a thorough review of the test results. Testing may be conducted to determine the student's physical, social and emotional development as recommended by the Local Case Management Team using the school level Multi-disciplinary Team.

**The following tests have been given and scores recorded. (Additional score sheets, and/or anecdotal information can be attached.)**

| TEST | RESULTS |
|------|---------|
| 1.   |         |
| 2.   |         |
| 3.   |         |
| 4.   |         |
| 5.   |         |
| 6.   |         |
| 7.   |         |
|      |         |

Recommendations of Local Case Management Team:

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The recommendation of outside evaluation conducted at the request and expense of the parent, if any:

Parent or guardian comments:

### SIGNATURES

\_\_\_\_\_

Local Case Management Team Representative's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian's Signature

\_\_\_\_\_

Date

Denied  Approved

\_\_\_\_\_

Director of Student Services Signature

\_\_\_\_\_

Date