

Policies of the Board of Education

Series 300: Instruction

**Retention Checklist  
(Completed by Teacher)**

345.4-Exhibit (3)

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Date Submitted \_\_\_\_\_

Please mark interventions you have tried implementing.

	<b>Approximate Date</b>	<b>Comments On Results</b>
Parents/guardian informed that student is not meeting grade level expectations.		
Feedback provided to the student/parent in writing. (Report card, progress notes, etc.)		
Special grouping or seating arrangements.		
Assignments and activity pace changed or varied.		
Expectations for student modified.		
Peers used as models and/or tutors.		
Positive reinforcements provided.		
Remedial reading support or tutoring provided.		
Other		

Adopted: 7/12/99

Waunakee Community School District