



## Request for Good Cause Exemption – Instructions (From Mandatory Grade 3 Retention)

- Step 1. Teacher or principal prints the Request for Good Cause Exemption form located on the VCS Elementary Curriculum Website on white paper.
- Step 2. Teacher or principal completes the Request for Good Cause Exemption form by checking off one Good Cause Exemption for the student.
- Step 3. Principal verifies the documentation of information regarding the Request for Good Cause Exemption.
- Step 4. If the principal approves the Request for Good Cause Exemption, the principal signs and forwards the original copy of the request form to the Executive Director, K-12 Curriculum.
- Step 5. Exemption Specifics:
- a. Exemption #1: Enter the DEUSS date. Attach Demographics and Enrollment (CrossPointe S313)
  - b. Exemption #2: Attach a copy of IEP page with specified alternate assessment tool.
  - c. Exemption #3: Enter iReady Alternative Assessment Score and attach iReady Diagnostic 3 Individual Report (page 1 only).
  - d. Exemption #4: Attach Eduphoria portfolio report.
  - e. Exemption #5: Enter grade level of previous retention. Attach Enrollment History (CrossPointe S319) and Special Programs (CrossPointe S702).
    - i. Documentation of two years of intensive remediation in reading must be available at the school for review.
  - f. Exemption #6: Deleted (Per Florida Statute 1008.25(6))
  - g. Exemption #7: Enter both grade levels of previous retentions. Attach Enrollment History (CrossPointe S319).
    - i. Documentation of two years of intensive remediation in reading must be available at the school for review.
    - ii. Documentation Examples:
      1. PMP/PST Documentation
      2. Before/After/During School Tutoring Documentation/Dates Attended
      3. Walk to Intervention – Progress Monitoring Data & Log of Attendance
      4. Curriculum Based Measures (CBM) for ESE & RtI
      5. 3rd Grade Summer Reading Camp (SRC) Student Information Form with completed attendance and benchmark assessment data
- Step 6. District Committee reviews all Request for Good Cause Exemption forms and returns the original request form plus an additional yellow copy for the principal's use. Any attached materials will also be returned to the principal.
- Step 7. The original white copy of the Request for Good Cause Exemption is filed in the student's cumulative folder along with all additional documentation.