

Elementary Administrator

Retention or Promotion with Consideration Form Instructions

San Bernardino City Unified School District Teacher Recommendation
For Students who have not met Promotion Standards

Reason

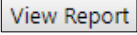


- A) Not meeting Grade-Level Standards in Language Arts and Math
- B) Not meeting Grade-Level Standards in Language Arts
- C) Not meeting Grade-Level Standards in Language Math

Consideration

- A) Previously retained in grade
- B) Late entry from another district less than 6 weeks prior to end of school
- C) Appropriate progress as determined by Psycho-educational Assessment (may not have qualified for Special Education services.)
- D) Significant progress in Reading
- E) Significant progress in Math
- F) Extenuating Circumstances

| Year | Teacher | Student | ID | Grade | Status | | Reason | | | Consideration | | | | | | | |
|------|---------|---------|-----|-------|----------|------------------------------|--------|---|---|---------------|---|---|---|---|---|--|--|
| | | | | | Retained | Promotion with Consideration | A | B | C | A | B | C | D | E | F | | |
| | | Roman | 360 | 1 | X | | X | | | | | X | | | | | |
| | | Angelo | 91 | 3 | | | | | | | | | | | | | |

These steps will guide you through printing a teacher form, and then filling in the form.

1. Login to **Aeries**.
2. From the **Navigation Tree**, click on the **Reports** icon.
3. Type **promotion** in the Filter Reports.... Field.
4. Click on **SB_Admin No Promotion With Consideration** link.
You may be asked to **login** to the Report Server. Use **sbc-district\firstlastname** and your district **password**.
5. Select the **School Year**, **School** and **Teacher** from the drop-down arrows.
6. Click on the  button in the upper right corner.
7. Click on the floppy disk icon and select **PDF**. 
The file will not print until you convert it to PDF.
8. If prompted to **Save**, select the desired location and then open it.
9. **Print** from the PDF window using the printer icon. 
10. **Status**, X the box for **Retained** or **Promotion with Consideration**.
11. **Reason**, X the box of the appropriate letter using the Reason codes listed on the form.
12. **Consideration**, X the box of the appropriate letter using the Consideration codes listed on the form.
13. When you have completed this form, give it to the person designated by your principal to input the information into Aeries.

For assistance generating the report, please contact IT and ask for a Trainer, (909) 386-2550.

For assistance regarding the form after you have printed it out, contact Elementary Instruction at (909) 473-2090.