

Elementary Teacher Retention or Promotion with Consideration Form Instructions

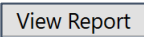

San Bernardino City Unified School District Teacher Recommendation
For Students who have not met Promotion Standards

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

Teacher				Status		Reason			Consideration					
Year	Student	ID	Grade	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 filling in the form and emailing it.

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_No Promotion With Consideration** link.
 - You may be asked to login to the Report Server.
 - Use **sbc-district\firstnamelastname** and your District password.
5. Select the **School Year**.
6. Click on the **View Report** button in the upper right corner. 
7. Click on the floppy disk icon and select **WORD**. 
8. If prompted to **Save**, select the desired location and then open the file.
9. Fill in the following:
 - **Status**, X the box for **Retained** or **Promotion with Consideration**.
 - **Reason**, X the box of the appropriate letter using the Reason codes listed on the form.
 - **Consideration**, X the box of the appropriate letter using the Consideration codes listed on the form.
10. When you have completed the form, save it and email it to the person designated by your principal to input the information into Aeries.

For assistance generating the report, please email techtraining@sbcusd.k12.ca.us.

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