

# Stanwood-Camano School District

## Retention/Promotion

### Procedures and Team Worksheet

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

DATE	NOTES	
<b>Prior to Fall Conferences</b>		
	<b>Prior to Fall Conferences:</b> 1. Teacher(s)/team identifies student as failing to make adequate progress. Notifies principal. Notifies parent.	
	2. Student referred to Student Support Team (SST). 3. Team develops and implements initial intervention strategies and defines indicators of success.	
	4. Teacher communicates with parent: <ul style="list-style-type: none"> <li>a. Specific areas of concern discussed.</li> <li>b. Initial intervention strategies reviewed:               <ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ul> </li> </ul>	Parent response:  Result of each strategy: <ul style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ul>
<b>January</b>		
	5. Team/teacher/case manager complete the following: <ul style="list-style-type: none"> <li>• Data from formal and informal assessments</li> <li>• Student Retention Worksheet (including Light's Retention Scale)</li> <li>• Information from any outside assessment such as a physical, etc.</li> <li>• Formal intervention plan based on preliminary results of intervention strategies</li> </ul>	
	6. Intervention plan implemented along with regular assessments.	
	7. Parent and principal notified regularly.	

DATE		NOTES
<b>Prior to Spring Conferences</b>		
	8. Team contacts principal with a recommendation based on results of intervention plan.	
	9. Parent conference to review results of assessments, intervention and recommendation of promotion or retention.  10. Parent agrees/disagrees and signs consent/refusal form (if a retention is in order).  11. Notification letter given/sent by principal.	Decisions:          Parent response: Agreement: Refusal:
<b>Beginning of Last Six Weeks</b>		
	12. Teacher/team and parent develop and communicate an instructional plan for the subsequent year based on this year's results.	
	13. Instructional plan finalized.	