

## **Table of Contents**

[Exhibit A — Sample Parent Election Form for Student to Repeat a Grade](#)

[Exhibit B — Sample District Response Form to Parent Request to Repeat a Grade](#)

## Exhibit A —Parent Election Form for Student to Repeat a Grade

---

**Note:** Subject to legal requirements, a parent or guardian may request for a student to be retained and repeat certain grades. Parents may use the form provided by the Texas Education Agency or a form provided by Argyle ISD. The completed form must be submitted to the campus principal in writing.

If the principal does not agree with a parent's or guardian's selection, the campus will convene a retention committee to meet with the parent or guardian either in person or through an alternative means agreeable to the parent to discuss the election.

[See FD for new enrollment in prekindergarten or kindergarten. See EIE(LEGAL) regarding courses taken for high school credit.]

---

The campus retention committee will discuss the merits of and/or concerns with the parent's or guardian's enrollment election and review and consider any available academic information, including applicable student grade(s) and the results of any formative or summative assessments administered to the student, to determine the student's academic performance and readiness.

If the parent or guardian does not meet with the committee, the student will be enrolled in accordance with the student's eligibility under law and local policy for placement or promotion. After participating in the committee meeting, the parent or guardian may decide whether to keep or change the original retention request for the student. The campus will abide by the parent's or guardian's final decision. Please contact the campus principal with any questions.

As authorized by state law, I, \_\_\_\_\_ (*print parent or guardian name*), hereby request that my child \_\_\_\_\_ (*print name of child*):

**Please select one of the following:**

- Be retained in prekindergarten
- Be retained in kindergarten
- Be retained in first grade
- Be retained in second grade
- Be retained in third grade
- Be retained in fourth grade

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(EXHIBIT)

- Be retained in fifth grade
- Be retained in sixth grade
- Be retained in seventh grade
- Be retained in eighth grade

Current campus, if applicable: \_\_\_\_\_

Parent's or guardian's printed name: \_\_\_\_\_

Parent's or guardian's relationship  
to the child: \_\_\_\_\_

Parent or guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For District's Internal Use Only***

District granted request without disagreement:	<input type="checkbox"/> Yes (If District grants the request, no further action is necessary.) <input type="checkbox"/> No (If District disagrees with the request, refer to campus retention committee.)
Date and method of parent notification about retention committee meeting:	
Date of the meeting:	
Parent attended meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grade level placement recommended by retention committee:	

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(EXHIBIT)

Parent agreement with retention committee recommendation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Final enrollment action by the District after retention committee meeting:	

## Exhibit B —District Response Form to Parent Request to Repeat a Grade

**Note to administrator:** This form is not required by law but may be modified for use by a campus administrator whenever a retention committee has been convened when the District is concerned about a parent's or guardian's election to retain a child in the same grade level previously enrolled. After participating in the committee meeting and discussion, the parent or guardian is authorized by law to decide whether to retain the student in the grade level originally elected on the selection form and the District must abide by the parent's or guardian's final decision.

If the parent or guardian does not meet with the retention committee as requested, the District will promote the child in accordance with the student's eligibility under law and local policy for promotion. If the District has no objections to the parent's or guardian's election, a retention committee is not required, and this form will not be necessary. For new enrollment in prekindergarten or kindergarten, see FD.

Date: \_\_\_\_\_

Dear parent/guardian of \_\_\_\_\_ (*insert student's name*):

We received your request to retain your child in: (*check one*)

- Prekindergarten
- Kindergarten
- First grade
- Second grade
- Third grade
- Fourth grade
- Fifth grade
- Sixth grade
- Seventh grade
- Eighth grade

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(EXHIBIT)

The campus has concerns about your request. In these circumstances, the law requires a retention committee to review your request. We would like to meet with you on \_\_\_\_\_  
(date) at \_\_\_\_\_ (location) beginning at \_\_\_\_\_  
(time).

If this does not work for you, please contact us to reschedule this meeting or make alternative meeting arrangements.

The law requires that the retention committee includes the following individuals:

- You, the student's parent or guardian
- The principal or the principal's designee: \_\_\_\_\_
- The teacher who taught the grade the parent wants the student to repeat

The retention committee will address the following topics:

- The merits of and concerns with retention in the grade level for which the parent or guardian is seeking to retain the student.
- If applicable, review and consider any available academic information to determine the student's academic readiness for the next grade, including the student's grades or the results of any formative or summative assessments administered to the student.

After you have participated in the retention committee meeting, you will have the opportunity to decide whether your child should be enrolled in the grade you selected.

If you do not meet with the retention committee, the District will promote the child in accordance with the student's eligibility under law and local policy for promotion.

Please do not hesitate to contact the campus principal with any questions.

Sincerely,

---

Principal