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Exhibit A—Sample Parent Election Form for Student to Repeat a Grade (Prekindergarten through Third Grade)

The District 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 readiness for the grade chosen by the parent.

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 District 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 check 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

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: _____

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ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(EXHIBIT)

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:	
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—Sample District Response Form to Parent Request to Repeat a Grade (Prekindergarten through Third Grade)

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

Instead of promoting to: (*check one*)

- Kindergarten
- First grade
- Second grade
- Third grade
- Fourth grade

We have concerns about your request. Therefore, as required by law, we are convening 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 retention committee will be composed of the following individuals as required by law:

- You, the student's parent or guardian, or other parent or guardian;
- The principal or the principal's designee: _____; and
- The teacher who taught the grade the parent wants the student to repeat: (*check one*)
 - Prekindergarten
 - Kindergarten
 - First grade
 - Second grade

ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(EXHIBIT)

Third grade

The retention committee will address the following topics as required by law:

- Discuss the merits of and concerns with retention in the grade level for which the parent or guardian is seeking to retain the student; and
- 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.

You will have the opportunity after you have participated in the retention committee meeting to decide whether your child should be enrolled in the grade you have selected for your child. The District must abide by your decision at that time.

If you do 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.

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

Sincerely,

Principal