Promotion/Retention

Prior to the end of the third quarter when possible the teacher will confer with the principal regarding any student who should be considered for retention. Parents/guardians shall be invited to meet with the principal and teacher. Information will be presented to explain the student's progress to date. Parents will be advised on how they might assist the student during the balance of the school year.

At least two (2) weeks prior to the end of the school year, the parent, principal and teacher will again meet to review the latest progress and determine if the student's need would be best served by promotion or retention. If the parent wishes the student to be promoted without regard to the school's recommendation, the parent(s) will be asked to complete a form reflecting the parent's decision.

Date: DEC 15 2004

PROMOTION AND RETENTION

Name of Student _____ Grade_____

Summary of Initial Conference: Conference Date_____

_____
_____
_____
_____
_____

Summaries of Follow-up Conferences (include dates):_____

_____
_____
_____
_____
_____

Final Recommendation of Teacher: _____
_____
_____
_____

Final Parent Response: I _____do _____ do not concur that my child should be retained in Grade _____. I understand the academic deficiencies as noted by the teacher. I wish to have my child promoted to Grade _____.

Other comments:

_____
_____
_____

Date _____ Signature of Parent _____

Final decision of the District: The student will be_____ promoted _____retained.

Date_____ Signature of Superintendent_____