

Exhibit B—District Response Form to Parent Request to Repeat a Grade (Prekindergarten through Third 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 as required by law 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

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
 - ☐ 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