Table of Contents

Exhibit A: Parent Election Form for Student to Repeat a Grade (Prekindergarten through Eighth Grade)

Exhibit B: District Response Form to Parent Request to Repeat a Grade (Prekindergarten through Eighth Grade)

Exhibit C: Parent Election Form to Repeat a Course (Ninth through Twelfth Grade)

Exhibit D: District Response Form to Parent Request to Repeat a Course (Ninth through Twelfth Grade)

Exhibit E: Promotion or Retention Checklist

Exhibit F: Teacher Retention Recommendation

Exhibit G: Parent Response to Retention Committee

Exhibit H: Principal Notification of Decision to Parent

Exhibit I: Retention Flow Chart

Exhibit A-Parent Election Form for Student to Repeat a Grade (Prekindergarten through Eighth Grade)

Note: Subject to certain legal requirements, a parent or guardian may make an election in writing to the District to request for a student to be retained and repeat certain grades. If the District disagrees with the parent's election, the District must take certain action required by law. [See EIE(LEGAL) and (LOCAL)] Parents may make a request to the District using the form provided by TEA or using this form provided by the District.

As authorized by law, a parent or guardian may choose to retain a child in the grade level enrolled for the subsequent school year. The parent or guardian must make the selection in writing. If the District does not agree with a parent's or guardian's selection, the District 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.

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

My reasons are as follows:

_____

_____

Are both parents in agreement with this request for retention? ☐ Yes ☐ No ☐ N/A

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:	☐ Yes (If District grants the request, no further action is necessary.) ☐ 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:	☐ Yes ☐ No
Grade level placement recommended by retention committee:	☐ Repeat grade ____ ☐ Promote to grade ____
Parent agreement with retention committee recommendation:	☐ Yes ☐ No
Final enrollment action by the District after retention committee meeting:	☐ Repeat grade ____ ☐ Promote to grade ____
Date the parent request & district response forms were scanned into student's Laserfiche folder	

Exhibit B-District Response Form to Parent Request to Repeat a Grade (Prekindergarten through Eighth 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.

Date: _____

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

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

☐ Prekindergarten ☐ Fourth grade

☐ Kindergarten ☐ Fifth grade

☐ First grade ☐ Sixth grade

☐ Second grade ☐ Seventh grade

☐ Third grade ☐ Eighth grade

Instead of promoting to: *(check one)*

☐ Kindergarten ☐ Fifth grade

☐ First grade ☐ Sixth grade

☐ Second grade ☐ Seventh grade

☐ Third grade ☐ Eighth grade

☐ Fourth grade ☐ Ninth 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	☐ Fourth grade
☐ Kindergarten	☐ Fifth grade
☐ First grade	☐ Sixth grade
☐ Second grade	☐ Seventh grade
☐ Third grade	☐ Eighth grade

- Additional appropriate staff: _____ may also be invited.

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

- Discuss the merits of and concerns with advancement and 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, _____*(campus)*

Exhibit C-Parent Election Form for Student to Repeat a Course (Ninth through Twelfth Grade)

Note: Subject to certain legal requirements, a parent or guardian may make an election in writing to the District to request for a student in grades nine through twelve to repeat a course. If the District disagrees with the parent's election, the District must take certain action required by law. [See EIE(LEGAL) and (LOCAL)] Parents may make a request to the District using the form provided by TEA or using this form provided by the District.

As authorized by law, if the District does not agree with a parent's or guardian's selection, the District 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.

Per Board policy EIE(LEGAL), a parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation. Please note that only the student's first passing grade will be included in the calculation of class ranking.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

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 course 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)*:

Are both parents in agreement with this request for retention? ☐ Yes ☐ No ☐ N/A

☐ Repeat the following course taken in grade 9 – 12: _____

My reasons are as follows:

_____

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:	☐ Yes (If District grants the request, no further action is necessary.) ☐ 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:	☐ Yes ☐ No
Recommendation of the retention committee:	☐ Approve repeating the course ☐ Disapprove repeating the course
Parent agreement with retention committee recommendation:	☐ Yes ☐ No
Final enrollment action by the District after retention committee meeting:	☐ Repeat the course ☐ Promote to next course
Parent request and district response forms scanned into student's Laserfiche folder:	☐ Yes ☐ No

Exhibit D-District Response Form to Parent Request for Student to Repeat a Course (Ninth through Twelfth 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 for a child in grade nine through twelve to repeat a course. After participating in the committee meeting and discussion, the parent or guardian is authorized by law to decide whether to repeat the course as 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 not have the child repeat the course. 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.

Date: _____

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

We received your request to have your child repeat the following course:

_____

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 course the parent wants the student to repeat;
- Additional appropriate staff: _____ may also be invited.

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.

In accordance with Board policy EIE, only the student's first passing grade will be included in the calculation of class ranking.

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

Sincerely,

_____

Principal, _____ *(campus)*

Exhibit E-Promotion or Retention Checklist

For District's Internal Use Only

Student Name _____ Date _____

Campus _____ Principal _____

Current Grade Level _____ Birthdate _____ Gender _____

Special Ed: ☐ Yes ☐ No 504: ☐ Yes ☐ No ESL: ☐ Yes ☐ No

Item	Grade Level or Above	Below Grade Level	Not Applicable	Grade/Score
1. ACADEMIC ACHIEVEMENT OR PROFICIENCY				
Student's grade in each subject or course				
Reading				
Writing				
Math				
Social Studies				
Science				
Assessments				
Reading				
Writing				
Math				
Social Studies				
Science				
2. OTHER FACTORS	Comments			
Chronological age				
Physical development				
Behavior				
Attendance				
3. DOCUMENTS	Comments as applicable			
Vision Assessment				

Hearing Assessment	
Current Report Card	
Academic History	
Conference Notes	
Retention Scale	
Teacher Recommendation	
Parent/Guardian Recommendation	

____ The following additional information is needed prior to making a final decision:

_____

_____

_____

Comments:

_____

_____

_____

_____ _____
Signature of Authorized School Representative Date

Exhibit F-Teacher Retention Recommendation Form

Student Name _____ Birthdate _____

Campus _____ Current Grade Level _____

Parent Name _____

Home Address _____ Zip _____

Phone _____ ☐ Cell ☐ Home ☐ Work

On what dates and by what means did you discuss the possibility of retention with the parent/guardian?

Date	Means: C=Conference E=Email M=Mail N=Note P=Phone call O=Other: *(please specify)*_____

What is the reason for recommending retention of this student?

What interventions have you tried?

How do you believe retention will help this student?

What response have you received from the parent/guardian?

_____ _____
Signature of Teacher Making the Recommendation Date

Exhibit G-Parent/Guardian Response to Retention Committee

Student Name _____ Birthdate _____

Campus _____ Current Grade Level _____

Parent Name _____

Home Address _____ Zip _____

Phone _____ ☐ Cell ☐ Home ☐ Work

As the parent/guardian of _____,
Student's Name

(Choose one)

Parent/Guardian of Student in Grades PreKindergarten through Eighth Grade:

After participating in the retention committee meeting, I ☐ agree ☐ do not agree with the retention committee's recommendation.

My decision is for my child to be in grade _____ during school year 20___-20___.

Parent/Guardian of Student in Grades Nine through Twelve:

After participating in the retention committee meeting, I ☐ agree ☐ do not agree with the retention committee's recommendation.

☐ My decision is for my child to repeat _____ *(name of course)* during school year 20___-20___.

☐ My decision is for my child not to repeat _____ *(name of course)* during school year 20___-20___.

My reasons are as follows:

_____ _____
Parent/Guardian Signature Date

Exhibit H-Principal Notification of Decision to Parent

Student Name _____ Birthdate _____

Campus _____ Current Grade Level _____

Parent Name _____

Home Address _____ Zip _____

Phone _____ ☐ Cell ☐ Home ☐ Work

(Choose one)
Grades Prekindergarten - Eight

I ☐ concur ☐ do not concur

with the ☐ parent ☐ district recommendation that _____
Student's Name

would benefit from a year in grade _____ during school year 20___-20___.

Grades Nine - Twelve

I ☐ concur ☐ do not concur

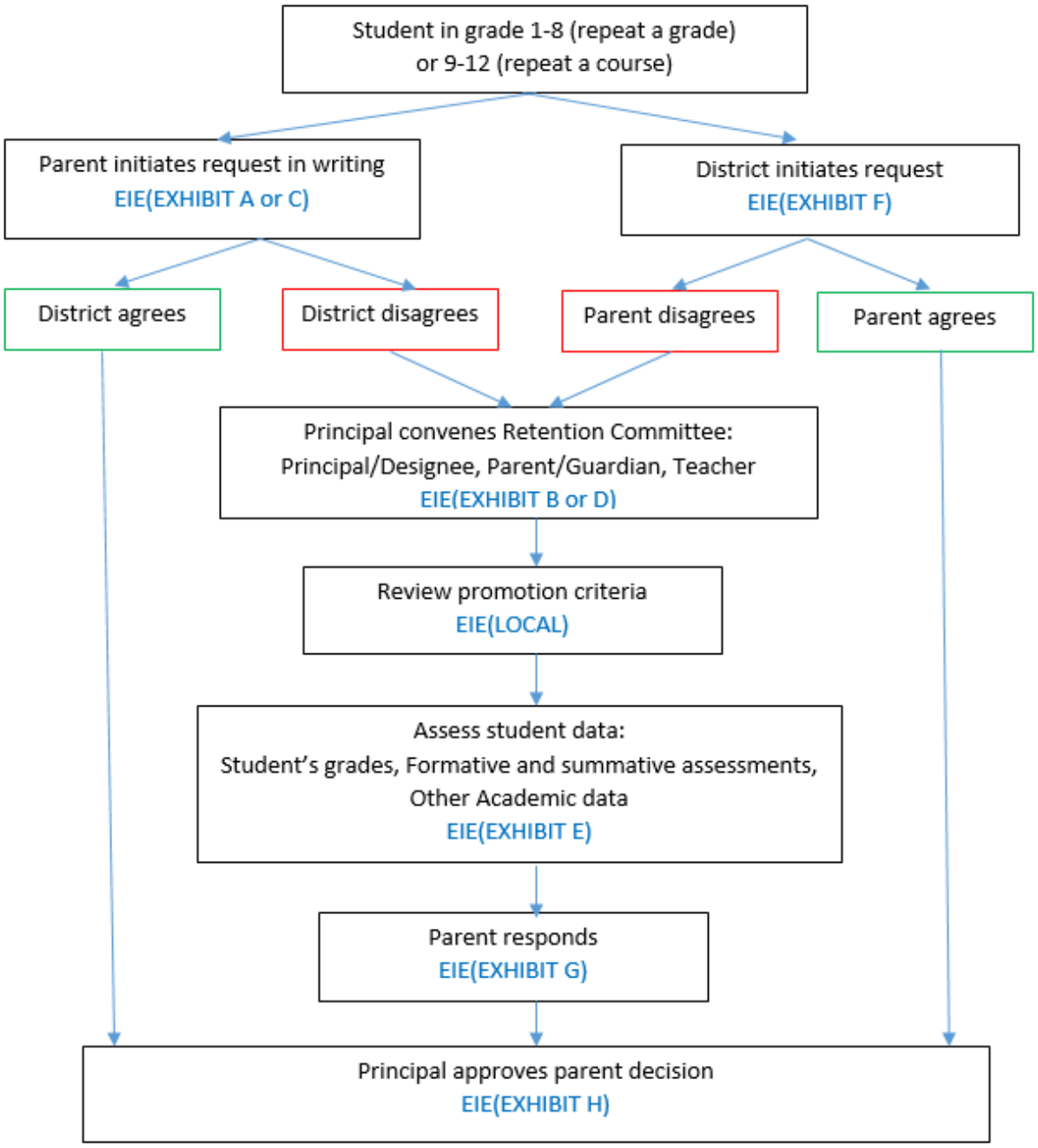
with the ☐ parent ☐ district recommendation that _____
Student's Name

would benefit from repeating _____ *(name of course)* during school year 20___-20___.

My reasons are as follows:

_____ _____
Principal Signature Date

Exhibit I-Retention Flow Chart

For District's Internal Use Only

Effective September 1, 2023