



STUDENT RETENTION / SPECIAL PROMOTION WORKSHEET

Date _____

Student's Name _____

Sex _____

Grade _____ Teacher/Team _____

Student I.D. # _____

Parent's Name _____

School _____

Age: Years _____ Months _____ Birthday _____

Dominant (primary) language of student _____

Environmental factors

Attendance: present year _____ previous year _____

Tardies: present year _____ previous year _____

Siblings: (Grade in school)

Vision Problem _____ Describe _____

Hearing Problem _____ Describe _____

Speech/language Problem _____ Describe _____

IEP _____

CLP _____

504 _____

School Staff Observations

I. Academic Achievement

MAP Reading _____

MAP Math _____

SBAC/MAST _____

II. Social Achievement (age level)

Comments

III. Observations, Informal and Formal Assessments (dates)

Light's Retention Score (attach completed scale) _____

IV. SEE CLP (print and attach)

V. Parent Participation

1. Describe parents' perceptions and concerns

2. Number of parent/teacher conferences this year _____

Dates and results of conferences _____

Steps for Retention/Special Promotion:

1. Cumulative file reviewed Date _____

2. Teacher/principal conference Date _____

3. Teacher/parent conference Date _____

4. Retention child study team Date _____

5. Decision Date _____

6. CLP developed Date _____ (Attached)

7. Appeal filed yes ___ no ___ Date _____

VI. Recommendation

_____ will be placed in grade _____ for the _____ school year.

Parent/guardian Signature _____

Parent/guardian Signature _____

Teacher Signature _____

Teacher Signature _____

Teacher Signature _____

Teacher Signature _____

Principal Signature _____

Counselor Signature _____

Executive Director Signature _____

Dissenting opinion

Comments

