



Cache County School District

Policy Series 4000: Curriculum, Instruction, and Assessment

Policy No. 4120 F1

Parent Appeal Form

Use this form if you wish to appeal your child's grade retention determination under Utah's early literacy law (SB 241). Complete the applicable sections and attach any supporting documentation that may assist in the review of your appeal. Once submitted, your Local Education Agency (LEA) will review your request in accordance with its established appeals process and provide you with a written determination.

Student Name: _____

Today's Date: _____

School: _____ **Grade:** _____

Reason for Appeal (Check all that apply)

I disagree with the decision to have my child retained because:

☐ My child qualifies for a "Good Cause Exemption". *(Complete the "Good Cause Exemption" section.)*

☐ We have new information (e.g., new medical diagnosis, private tutor reports, or recent test scores). *(Skip the "Good Cause Exemption" section.)*

☐ The IRP process was not followed correctly (e.g., I wasn't invited to meetings or the rules weren't followed). *(Skip the "Good Cause Exemption" section.)*

Good Cause Exemptions (Check all that apply)

Utah law allows my child to move to 4th grade because they:

☐ Have an IEP or 504 plan **AND** have already repeated a grade before.

☐ Have an IEP or 504 plan **AND** have received intensive reading interventions for 2+ years.

☐ Are an English Learner with less than 3 years of English instruction.

☐ Will attend a summer reading program to reach the required grade level proficiency goals.

☐ Can show grade-level work through a portfolio or a different test.

☐ Can demonstrate acceptable level of reading proficiency on an alternate standardized assessment approved by the district or charter superintendent.

☐ Can demonstrate making above typical academic progress for multiple years. * *Attach or submit any supporting documentation.*

Grounds for Appeal and Supporting Documentation

Please select the reason(s) that apply to your appeal and provide the supporting information and/or documentation.

☐ **New Information**

Select this option if you have new data or clinical diagnosis regarding your child's academic development that the school did not have when the retention decision was made.

Examples: New medical diagnosis, progress reports, letters from private tutor or specialist, or recent outside test scores.

☐ **The Individualized Reading Plan process was erroneous.**

Select this option if the required IRP process was not followed correctly by the school.

Examples: parents/guardians were not notified of or invited to mandatory IRP meetings or required interventions were not provided.

Provide a brief description of the new information and attach supporting documentation:

Assurances

I understand that if my child is promoted to 4th grade, the school must continue to provide an Individualized Reading Plan (IRP) and intensive tutoring until my child is reading at grade level.

Parent Name: _____

Phone: _____

Email: _____

Parent Signature: _____

Date: _____

Updated September 17, 2026