



K-8 RETENTION REQUEST FORM

This form must be submitted to the Superintendent/CEO or designate by May 15th.

The following criteria must be followed when considering a student for retention in a grade:

1. **A meeting was held with Student Services Team** to discuss adequate supports for the remainder of the year.

Identify supports and student response to these supports:

2. **Parents were informed within a reasonable time-frame** (i.e. February):
Parents were kept fully informed through regular parent-teacher contacts during the year.
Parents have received the following explanations during contacts:

- current academic standing in relationship to grade/course expectations
- the school's assessment of the student's learning difficulties,
- interventions the school has used in attempts to increase the student's achievement to expected levels
- possible alternatives to retention

Please list dates, method of communication, and a brief summary of information shared below:

3. Retention in this grade is appropriate for the following learning needs of the student:

- Curricular
- Cognitive
- Social
- Emotional

Provide an explanation of the grade placement appropriateness for each learning need below:

Curricular:

Cognitive:

Social:

Emotional:

Notes:

- It is not recommended that a student be retained more than once in Grades K-8.
- All other instructional avenues have been explored before the consideration of retention.
- Retention can only be used for the purposes of assisting students to master the requirements necessary for success at the next level.
- All discussions of retention were individualized for this student and involved consultation and collaboration with teachers, parents, other specialists and the student as appropriate.
- The teacher conferred with the Principal about the student meeting the criteria for retention.
- An IEP must be established for the student's retention year.