

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:

Principal Signature: _____

Date: _____

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
- The final decision for retention will be the principal's; however any recommendations regarding retention of a student must be communicated to the Superintendent by May 15th with the above information included in this request.

***Please place in student's Cumulative file and send a copy to the Superintendent's Department.**