

Elementary Student Retention Form

This form should be completed at initial request for student retention.

Requests for retention made during the school year:

1. A request for retention is made to the building principal by either district certified staff or parent in writing. Building principal or designee will then meet with said district staff member or parent within 10 school days to discuss the request.
2. The building principal will meet with the appropriate staff which may include assistant principal, classroom teacher, social worker, psychologist, and/or appropriate resource teachers. The team will gather and review student academic and social development data as well as any existing success plans to determine a recommendation for retention and/or additional supports necessary for promotion.
3. Approval must be obtained from the District Director of Elementary Education, or designee, for a recommendation for retention.
4. The building principal, and appropriate team members, will meet with the parent to share the recommendations for retention.
5. If retention is determined, a success plan will be created and/or updated to support student success.

Requests for retention made by parents during the summer are reviewed by building and district administration. Recommendations will be made following this review.

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1. Date of Elementary Student Retention Form Submission: _____
 2. Student Name: _____
 3. Student ID: _____
 4. Current School: _____
 5. Date of Birth: _____
 6. Current Grade: (Mark only one):
 - a. Kindergarten ☐
 - b. First Grade ☐
 - c. Second Grade ☐
 - d. Third Grade ☐
 - e. Fourth Grade ☐
 - f. Fifth Grade ☐

7. What services does the student receive? (Check all that apply)

- a. Special Education ☐
- b. English Learner ☐
- c. None ☐

8. Elementary Student Retention Referral initiated by:

- a. School ☐
- b. Parent ☐

9. Has there been a previous attempt to retain?

- a. Yes ☐
- b. No ☐

10. If you answered "yes" to the above question, in what grade level was the previous attempt to retain made? (Mark only one):

- a. Kindergarten ☐
- b. First Grade ☐
- c. Second Grade ☐
- d. Third Grade ☐
- e. Fourth Grade ☐

11. Date parents were informed of consideration to retain? _____

12. Reason for Student Retention Referral (Check all that apply):

- a. Math Skills ☐
- b. Reading Skills ☐
- c. Writing Skills ☐
- d. Social Maturity ☐
- e. Attendance ☐
- f. Parent Request ☐
- g. Attention ☐
- h. Task Completion ☐
- i. Frequent Moves ☐
- j. Motor Skills ☐
- k. Emotional Maturity ☐
- l. Other: _____

13. Is there a Success Plan in place? (Please attach)

- a. Yes ☐
- b. No ☐

14. If you answered "yes" to the above question, how long has the Success Plan been in place?

15. Summarize the Success Plan and its level of effectiveness.

16. Data to support Student Retention Referral.

17. Team Recommendation (Mark one)

- a. Retention in Current Grade ☐
- b. Promotion to Next Grade ☐

18. What corrective measures will be put in place next school year?

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____

District Signature: _____

Date: _____

Parent Signature: _____

Date: _____