

IF NECESSARY: Print and complete this form and return in December.

Student Retention Request

Where children are having difficulty completing their work, parents should be consulted on a regular basis, and efforts should be made to help them overcome their struggles. Diagnosis of abilities and needs should be made, and proper remediation or developmental work should be assigned.

When it is felt necessary to retain a student, the following request must be submitted to the Conference Office for approval.

Student's Name: _____

Student's Age: _____ Current Grade: _____ Birth date: _____

Evaluation of present academic achievement

Include all information that will be helpful in making a decision for the student (i.e. rank in class, achievement test scores, etc). Use additional pages if necessary.

Teacher evaluation of present social and emotional development:

What specific subjects is student failing?

Achievement Test scores?

Methods used now and throughout the school year to meet student's special needs:

Survey of past history in school.

Report of communication with parents (include dates, parent's reaction, etc.)

School: _____

Teacher's Signature: _____ Date: _____

Superintendent's Approval: _____ Date: _____

Superintendent's Comments: