

School: _____
Student Name: _____
Current Grade: _____
SID #: _____

YES, student will be **RETAINED**
 NO, student will be **PROMOTED**

GRADE RETENTION DOCUMENTATION CHECKLIST 2023-2024

Please **attach** the documentation **in the following order**. The principal will indicate that the forms are attached and appropriately completed by **placing a checkmark** next to each requirement and signing below.

COMPLETE THE FOLLOWING ON OR BEFORE NOVEMBER 30, 2023:

- _____ A copy of the letter template entitled "PARENT NOTICE LETTER: AT RISK FOR RETENTION" which was sent to parents/guardians notifying them of the student's at-risk status.
- _____ The "At-Risk for Retention" form (**PS-3A**) properly signed by all parties by **November 30, 2023**, with the following sections completed:
- Complete the **Student Demographics** section
 - Check the box(es) for **Reason(s) for "At Risk for Retention."**
 - Check the **Conclusion** box either *At Risk for Retention* or *Not at Risk for Retention*.
 - Complete the **Parent(s)/Guardian(s) Acknowledgement** section.
 - Complete the **Signature** section (each person present at the Team for Student Success (TSS) meeting must sign and date the form).
 - Complete the **Additional Required School Actions** section.
- Exceptions to the November timeline are for late enrollees from out-of-district.
 - "Early notice" for late enrollees means a notice was given to the parents no later than the thirtieth (30th) school day of student attendance beginning with the student's first day of attendance.
- _____ The "At Risk for Retention – Documentation and Planning" (**PS-3A**) was developed by the teacher(s) at the time of the initial TSS meeting in the Fall.
- _____ The "Agreed Upon Intervention Strategies" section of the form, "Level A-Team for Student Success was developed by the teacher(s) at the time of the initial TSS meeting in the Fall and will be used to help the student meet the District's adopted grade-level standards.

COMPLETE THE FOLLOWING ON OR BEFORE APRIL 30, 2024:

- _____ The "Recommendation for Grade Retention: Team for Student Success Meeting" (**PS-3B**) form completed and properly signed by all parties by **April 30, 2024**.
- Complete the **Student Demographics** section.
 - Check the box(es) for **Grade Retention Criteria**.
 - Complete the **Signature** section; each person present at the TSS meeting must sign and date the form, and **circle yes or no**, indicating agreement or disagreement with retention recommendation.
- _____ Documentation the **parents were notified** that any appeal of TSS recommendations must be received **within ten (10) days** following the TSS.

*****If the decision is not to retain the student, STOP HERE*****

If the decision is made to retain the student, complete the following:

- _____ The "**Individual Retention Plan**" for the year of retention, including instructional strategies to help students meet the District's adopted grade-level standards.
- _____ The "**Agreement for Student to Continue in Kindergarten**" (**PS-2**) must be completed and properly signed if student will be retained in Kindergarten.

I certify I have personally reviewed the documents for the student being considered for retention, notified his/her parents of the 10-day appeal timeline, and attached all the required documentation and properly completed forms in the correct order.

Principal's Signature: _____

Date: _____