

AT RISK FOR RETENTION: DOCUMENTATION AND PLANNING

Student's Name: _____ SID No. _____ Grade: _____ Circle One: Male / Female

Ethnicity: _____ Date of Birth: _____ School: _____ Referring Teacher: _____

Date of Student's Enrollment for Current School Year _____

Reason(s) for "At Risk for Retention" Recommendation (Check one or more reasons):

- State or Local Assessments.** At the student's assigned grade level, the student has not met the District's adopted grade-level standards in one or more of the measured subject areas.
- Low Criterion-Referenced Test Scores.** A student has been identified as having an academic deficiency.
Total Reading Score = _____ Total Math Score = _____
- Low Classroom Scores After Intervention Attempts.** Classroom-based formative assessments demonstrate the student is not making sufficient progress toward meeting grade-level standards despite documented educational support interventions.

Give examples: _____

- Absences and Work Incomplete.** The student has been absent more than 20% of the preceding grading period without satisfactorily completing the academic content covered during that grading period.

Days Absent = _____ Percentage of work satisfactorily completed = _____

Additional Considerations Before Recommending "At Risk for Retention" Status: (a) Student's response to the current academic program; (b) previous educational experiences; and (c) available school resources likely to assist the student.

Conclusion: This student is "at risk for retention" This student is not currently "at risk for retention."

Parent(s)/Guardian(s) Acknowledgement. My (our) signature(s) below indicates:

- I (we) have received a copy of the pamphlet entitled Student Retention: Grades K-8.
- A staff member has given me (us) an "early notice" that my (our) son or daughter is considered "at risk for retention." Note: "Early notice" means a notice given no later than the end of November. For late out-of-District enrollees, "early notice" means a notice given no later than the thirtieth school day of student attendance beginning with the student's first day of attendance.
- I (we) have received an explanation of why my (our) student is, or is not, "at risk for retention."

Signature

Signature of Parent(s)/guardian(s) Date

Signature of Principal Date

Signature of Parent(s)/guardian(s) Date

Signature of Other Participant Date

Signature of Responsible Teacher Date

Signature of Other Participant Date

Additional Required School Actions:

- For each student identified as at risk for retention, make an entry on the student's electronic enrollment screen no later than December 1st.

Date Entered on Computer _____ By _____

- Attach copy of Parent Notice Letter: At Risk for Retention.

- Store appropriate distribution copies in the student's cumulative file.

Distribution: Cumulative Folder / Parent / Teacher / Principal

PS-3A (Sept. 2023)