



RETENTION AND AGE APPROPRIATE PLACEMENT OF STUDENTS

Appendix A – Application for Retention

When considering retaining a student the Principal will ensure following steps are completed.

Name of Student:	School:	Current Grade:
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School team identifies student concerns. Date: _____

Parent(s)/guardian(s) have been informed of student achievement concerns.
Date: _____ Date: _____ Date: _____

Has student had a previous retention? No Yes If Yes, Grade: _____

Problem solving meetings have occurred.
Date: _____ Date: _____ Date: _____

List interventions / alternatives provided to the student.

	Intervention	Date	Outcome
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Principal has informed the parent(s)/guardian(s) of research and data regarding the impacts of grade retention.

Final Decision

Principal has informed the parent(s)/guardian(s) of the decision to retain. Date _____

Parent(s)/Guardian(s) support decision: Yes No

Principal has informed the Parent(s)/Guardian(s) of the right to appeal the decision.

Retention Plan has been uploaded to the District Education Support Services Portal.

Principal's Signature: _____ Date: _____

Director of Schools: _____ Date: _____