

Notification of Grade Retention

Dear _____

After closely evaluating your child's, _____, progress this year, along with other pertinent factors, it would be in the best interest and educational welfare for him/her to be retained next year. We would like to arrange a conference with you to fully explain our recommendation. According to state law and board policy, pupils may be retained when the teacher and principal feel this is in the best interest of the child. Parental permission is not required to retain a student. However, we would appreciate the opportunity to meet with you and receive your input. To arrange a conference, please check the time and fill in the date that is most convenient for you and return this form to the school.*

Sincerely,

*If parent meeting does not take place, this form will be mailed certified mail.

Teacher's Signature

Date

Principal's Signature

Date

Please check and fill in date

_____ 7:45 – 8:15 a.m. _____
Date

_____ Planning _____
Date

_____ 2:45 – 3:15 p.m. _____
Date

Parent's Signature