

Retention Consideration Referral

Student Name: _____

Age/DOB: _____

Teacher Name: _____

Grade: _____

Documented Factors Considered for Retention: (check all that apply)

	QU1	QU2	QU3	QU4
The student is performing significantly below targets in at least two of the three content areas of reading, writing, and math				
The student shows evidence of insufficient academic growth.				
The student has not passed grade level standardized test(s). (ISTEP, IREAD 3,				
The student is receiving tier two RTI services and has an action plan.				
The student has fully participated in intervention and remediation activities throughout the school year. (see checklist below)				
The student is receiving special education services.				
A referral for special education testing has been submitted.				
The student has a significant attendance problem.				
Transiency				
The district letter of possible retention has been signed by parents.				
The report card has indicated promotion in question.				
The student is limited English Proficient and has an ILP.				
Ongoing communication to parents about the possibility of retention has been made. (see log)				
Previous grade retention (grade _____)				
Health History				

INTERVENTION CHECKLIST (check all that apply and attach Rtl Action Plan)

- EarRobics
 ECA Remediation
 Leveled Literacy Instruction
 BURST
 My Reading Coach
 Peer Tutoring
 FLRT
 Project READS
 RAPS 360
 Read 180
 Skill Group
 System 44
 Triumphs
 Tucker Signing
 Waterford
 Compass Odyssey
 Early Reading Intervention
 First in Math
 ALEKS
 Vocabulary Group
 Phonemic Awareness Group
 Other _____

Parent Communication				
What attempts have you made to inform the student's parent/guardian about the possibility of retention? (Please provide dates)				
<input type="checkbox"/> E-mail	date: _____	date: _____	date: _____	date: _____
<input type="checkbox"/> Meeting	date: _____	date: _____	date: _____	date: _____
<input type="checkbox"/> Letter or Notes Home	date: _____	date: _____	date: _____	date: _____
<input type="checkbox"/> Progress Report	<input type="checkbox"/> Qtr1	<input type="checkbox"/> Qtr2	<input type="checkbox"/> Qtr3	
<input type="checkbox"/> Report Card	<input type="checkbox"/> Qtr1	<input type="checkbox"/> Qtr2	<input type="checkbox"/> Qtr3	
<input type="checkbox"/> I have not communicated the possibility of retention with the student's parent/guardian.				

Required Documentation:
_____ Rtl Action Plan
_____ ILP
_____ IEP
_____ Data/Assessment
_____ Attendance Records
_____ Discipline Records
_____ Permanent File
_____ Report Card
_____ IDOE Guidelines