

Retention Criteria:

- Retention must be intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years.
- School staff and parents can request retention after careful consideration, evaluating a variety of factors.
- The school must provide the identified factors in written form to the parent/guardian that indicate the need for retention, and parental/guardian involvement and approval for retention needs to be confirmed.
- The school must implement the procedure for grade level retention and submit the necessary paperwork to the GSC Office of Education by April 30.
- The school must obtain Conference approval for the retention.

*** **Please Note:** Retention forms must be submitted by the school's principal. Request received from teachers or parents without the principal's consent will be returned without action.

Retention Request Procedure:

1. Teacher discusses possible retention with principal
 - Principal and teacher disagree – Regular Promotion
 - Principal and teacher agree – move to Step 2
2. Teacher discusses possible retention with parent & provides parent with the "Parent Guide to Grade Retention (get this from the GSC Office of Education)
 - Teacher and parent disagree – Regular Promotion
 - Teacher and parent agree – move to Step 3
3. Complete Retention Request:
 - a) Teacher completes this Retention Request Form
 - b) Teacher & Parent complete the Light's Retention Scale together
 - c) The principal submits completed Retention Request form and the Light's Retention Scale to the GSC Office of Education by April 30 for consideration
4. GSC Office of Education approves or denies the retention request

*** Approved by GSC Board of Education: May 3, 2022

7. Emotional maturity (self-motivation, ability to handle responsibility, stress, change, etc)

8. Parent's attitude regarding retention of student:

9. Student's attitude regarding retention:

10. Recommendation of Teacher:

Teacher's Signature Date Principal's Signature Date

We have discussed our child's academic needs with the classroom teacher and have been made aware of the necessity for more instruction. We agree that our child should be retained understanding that such a placement is subject to approval by the Conference Office of Education and the school leadership.

Parent or Guardian Signature Date Parent or Guardian Signature Date

| | | |
|---|-------------------------------------|--------|
| Conference Office of Education (circle one) | Approved | Denied |
| Date | _____ Superintendent's Signature | |