

STUDENT RETENTION REVIEW AND INTERVENTION PLAN

Once a "Request for Retention or Acceleration" form is received by a school principal and before June 1st, a conference will be held to review the request. The following persons must be present: Principal, Parent/Guardian, classroom Teacher(s), and Counselor. If the student has an Individualized Education Plan (IEP), the entirety of the IEP team must be present. It may be appropriate for other school personnel and/or the student to attend. The results of the conference will be documented on this form, signed, and placed in the student's permanent record.

Student Name _____ Date _____

Parent/Guardian Name _____

Address _____ Phone Number _____

Grade repeating _____ Current School _____

REVIEW

____ Current Research on Retention

____ Report Cards

____ Instructional Support (IEP, 504, Interventions, etc...)

Type of Support	Date Started	Is the student making progress?

____ Attendance

Grade	Days Absent	Notes
Current Year		
Previous Year		

____ Behavioral Data

____ State and District Assessments Including Progress Monitoring

____ Light's Retention Scale

____ Medical history, if relevant

____ Other Information

INTERVENTION PLAN

Possible causes of student’s unsuccessful performance. (Please check all that apply and complete an intervention plan for each checked area):

___ Is not attending regularly (Absent more than 10%)

INTERVENTION PLAN:

___ Lacks Foundational Academic Skills

INTERVENTION PLAN:

___ Behaviors are interfering with learning

INTERVENTION PLAN:

___ Other

INTERVENTION PLAN:

REVIEW DATES

By signing below, you are signifying that you understand that research is clear that retention has a predominantly negative impact for students over time (see *Visible Learning* – John Hattie, 2009). Many factors could be affecting a student’s performance that retention would not solve.

Recommend to Retain	Recommend to Not Retain	Team Member	Signature	Date
		Parent		
		Teacher		
		Counselor		
<i>Team members listed above give input to the principal.</i>				
		Principal		

Other Members – Please sign below:

Copies:

- Parent
- Student’s Permanent Record
- Principal
- Counselor
- Executive Director (Only if Recommending Retention. Include “Request for Retention” Form)