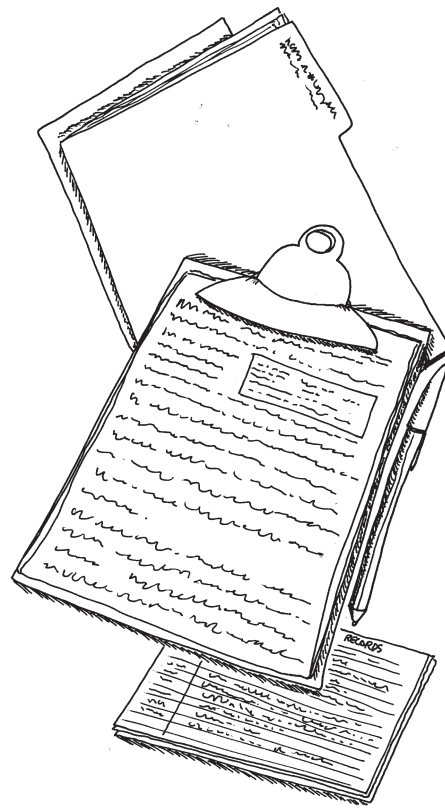


# Retention Checklist

## General Information

- Student's name
- Grade
- Parent's/Guardian's name
- Address
- Phone
- Date of birth
- Age (years and months)
- Primary language; ELD level, if applicable
- Attendance during last three years
- Health records (height and weight, medical history)
- Vision problem
- Speech or language problem
- Diagnosed learning disability
- Referral services – received
- Outside agency support
- Teacher evaluation of present social and emotional development
- Reason for retention
- Evaluation committee – review and recommendations



## Evaluation of Present Academic Achievement

- Reading level
- Math level
- Language level
- Written work

## Previous Attempts to Assist Student

- Student's past history in school
- Consultation with previous teacher – interventions, observations, academic performance
- Frequency
- Special education
- Speech therapy
- Tutoring
- Other

## Parent Participation

- Response from parents
- Documentation of communication with parent(s), including dates and times, as noted on report cards, school retentions, failure notices
- Documentation of communication with parent(s) in conferences
- Documentation of parent's or guardian's request for retention, including dates and times – written and oral