

**Bethel School District #52
Administrative Rule**

IKEA. RETENTION OTHER THAN ATTENDANCE

The Board is dedicated to the academic success of each student. Building administrators and teacher(s) will inform parent/guardian by March 1 that the child is being considered for retention.

The building administrator will use the Bethel School District Retention Form.

Subsequent to March 1 and before the last day of school, at least one staffing shall be held to make a final determination concerning placement for the following year. The staffing should include a building administrator, the teacher(s), the parent/guardian, the student, and other appropriate persons.

The result shall be communicated to the parent/guardian and the district office through the District Retention Form.

See next pages for Bethel School District Retention Form

**Bethel School District
Retention Form**

Student Name: _____ Date: _____

School: _____ Parent/Guardian Notification by March 1: Yes No

Current Grade Level _____ DOB: _____

Meeting Participants _____
(Parent/Guardian)

(Principal)

(Teacher)

(Other, Please Specify)

(Other, Please Specify)

Has the student been previously retained? Yes No

Is student on an IEP or 504 Plan? Yes No If not, is a disability suspected? Yes No

Academic Performance: Excellent Fair Poor Attach SIV Form/Other Academic Info

Student Attendance: Excellent Fair Poor Attendance: _____
(Absent/Enrolled)

If Poor Attendance, what is the cause: _____

Summary of factors for retention or promotion decision:

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Considerations/recommendations concerning program for next year, including changes in instructional program for other than poor attendance:

Superintendent or Designee: Comments or Recommendations

Reviewed by: _____ Date: _____

Principal Decision: Retention Promotion:

Student will be placed in _____ grade level for the _____ school year.

(Parent/Guardian Signature) Date: _____

Parent/Guardian Refused to sign: (*attach minutes of meeting*)

(Principal Signature) Date: _____