

Updated approval by K-12 Board action #11-08, February 20, 2011

Documented exceptions to these procedures may be made in special situations (e.g. special education students) with the approval of the school principal and Superintendent of Education.

1. If the student is failing to make normal progress, the parents must be notified early, so that the school and home may cooperate in helping him/her achieve greater success.
2. Most retention should be at the primary level. However, older students may be considered if it is strongly felt retention will help the student.
3. No student shall normally be retained more than one year.
4. *Light's Retention Scale* must be completed prior to the teacher/principal conference.
5. The teacher is to discuss possible retention with the principal prior to discussion with the parent.
6. A student retention worksheet and parent letter, duly signed and dated, must be on file at the school and conference Office of Education.
7. At the request of the principal or a parent, a review committee will be appointed by the Superintendent of Education to submit its recommendation to the school board.
8. Parent notification of the recommendation to retain is to be given as early as possible in the school year, but no later than the end of the second report period. Notification of possible retention is to include a note on the report card. Exceptions (e.g. late enrolling students, etc) must have the principal's approval.

Use in conjunction with:

- [SDABC Student Retention Request](#)
- [SDABC Student Retention – Parent Consent Form](#)