

**WASHINGTON ELEMENTARY
PROMOTION/RETENTION PROCESS
(staff check off list for your records)**

Due Date

Possible Retention List (Promotion Standards Rubric) to Deb

Student has been reviewed by Child Study Team (CST)

Student Placement Portfolio (due to Principal)

Documentation of parent teacher conferences, phone calls, etc. Parent concerns & response to retention (page 2 of CST referral form - just complete current score column)

Lights Retention Scale (hard copy from Counselor)

Updated Intervention Log

Updated Assessment Data
(page 2 of CST referral form - just complete current score column)

Promotion/Retention Meeting (roving sub, if needed)

Student Learning Plan for next year to Principal

What to expect at the **Promotion/Retention** meeting:

- Review of CST notes and updates
- Review Lights Retention Scale (LRS)
- Review of intervention log and updates
- Review current academic, social/emotional performance & academic assessment data

Next Steps after the **Retention** meeting:

- Teacher contacts parent with decision
- What's the plan for next year? Specific Student Learning Plan (Keith has this form)
- What is our follow up next year?

Possible Retention List
Washington Elementary

Please complete and return to Deb by 3/19/21

Teacher Name:

Grade Level:

Student Name(s)	Rubric	Promotion Form Score
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Things to think about when considering a student for retention:

How old is the student?

Students proficiency of English language?

Students' physical size?

Has student been retained before?

Does student have a sibling in the grade that they would be going into?

Parent involvement and support of the student?

Student served in special education?

Washington Elementary School Retention Student Learning Plan



Student

Grade

Plan Date

School Year

Retention Student Assessment Results

Subject	DRA Score	Score needed to meet standard	CBA Score	Score needed to meet standard	Dibels	Score needed to meet standard
Reading						
Mathematics						
Writing						

ELPA Levels	
Oral	Written

Communication

Communication with students at the elementary level is an on-going occurrence and takes the form of feedback on their efforts and progress. Parent communication on the progress of their child occurs frequently and can take the form of returned assignments, mid-quarter reports, quarterly report cards, parent evenings, child study team, and multi-disciplinary team meetings.

Statement of Purpose

In our quest to have all students meet grade level standards, it is the responsibility of the school and home to work together as a team. This partnership will help assure continued progress in academic achievement.

School Official

Date

Parent/Guardian

Date

Student

Student Learning Plan (SLP) Support Opportunities and Interventions

(Strategies the school, parent/guardians, & student may utilize to help students reach proficiency levels)

Reading

School:

Parents:

Student:

Math

School:

Parents:

Student:

Spelling

School:

Parents:

Student:

Writing

School:

Parents:

Student:

Social

School:

Parents:

Student: