



RETENTION AND AGE-APPROPRIATE PLACEMENT OF STUDENTS

Appendix A – Application for Retention

When considering retaining a student the Principal will ensure following steps are completed.

Name of Student:

School:

Current Grade:

☐ School team identifies student concerns. Date: _____

☐ Parent(s)/guardian(s) have been informed of student achievement concerns.

Date: _____ Date: _____ Date: _____

☐ Has student had a previous retention? ☐ No ☐ Yes If Yes, Grade: _____

☐ Problem solving meetings have occurred.

Date: _____ Date: _____ Date: _____

☐ List interventions / alternatives provided to the student.

Intervention	Date	Outcome
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

☐ Principal has informed the parent(s)/guardian(s) of research and data regarding the impacts of grade retention.

Final Decision

☐ Principal has informed the parent(s)/guardian(s) of the decision to retain. Date _____

Parent(s)/Guardian(s) support decision: ☐ Yes ☐ No

☐ Principal has informed the Parent(s)/Guardian(s) of the right to appeal the decision.

☐ Retention Plan has been uploaded to the District Education Support Services Portal.

Principal's Signature: _____

Date: _____

Director of Schools: _____

Date: _____