

STUDENT RETENTION REQUEST

Northern New England Conference of Seventh-day Adventist

When children are having difficulty completing their work, efforts should be made to help them overcome their handicaps. Diagnosis of abilities and needs should be made and proper remediation or developmental work should be assigned.

When it is felt necessary to retain a student, the following request must be submitted to the Office of Education. **This form should be sent in no later than March.**

Student's Name _____

Student's Age _____ Present Grade Placement _____

EVALUATION OF PRESENT ACADEMIC ACHIEVEMENT

(Include all information that will be helpful in making a decision for the student, i.e. rank in class, achievement test scores, etc. Use additional pages as necessary.)

1. Teacher evaluation of present social and emotional development.

2. Methods used now and throughout the school year to meet student's special needs.

3. Survey of past history in school.

4. Report of communication with parents (include dates, parents' reactions, etc.).

Teacher's Signature _____ Date _____