

ADMINISTRATIVE REGULATIONTEACHER CHECKLIST FOR RETENTION

Student's Name (Last, First, Middle Initial)		Age	Grade
Date	Action		
	First considered for possible retention		
	Initial notification of principal, counselor, parents		
	Initial parent conference		
	Final parent conference		
<u>Check List:</u>			
<input type="checkbox"/>	Gathered sufficient work samples for first meeting.		
<input type="checkbox"/>	Report card copy available.		
<input type="checkbox"/>	Written observations.		
<input type="checkbox"/>	Specific problem areas noted and available (math, etc.)		
<input type="checkbox"/>	Test information available or requested.		
<input type="checkbox"/>	Does the student have an IEP?		
<input type="checkbox"/>	Is the student Limited English Proficient?		
Parent's name and phone number			

Make three (3) copies for each child.      One copy each to:      Teacher  
Principal  
Specialist