

# William Severn Elementary School

John Whaley, Principal

## Guidelines for Retention of Elementary Students Form A Identify the Potential

*During the months of March and April, and prior to the Spring Parent / Teacher conference, a teacher who is considering the retention of a student in his/her classroom will communicate this to the building principal using this form.*

School \_\_\_\_\_

Teacher \_\_\_\_\_ Grade level \_\_\_\_\_  
=====

Student being considered for retention \_\_\_\_\_

**Current services (check all that apply):**

Special Education Services

- Self-contained Classroom
- Resource Room
- Speech
- PT
- OT
- Other: \_\_\_\_\_

Title I Services

- Reading
- Math

Counseling Services

- Guidance Counselor
- Social Worker

IST Services

- Active Case
- Previously - Case Closed

Previously retained

- No
- Yes – Grade level \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received \_\_\_\_\_ by \_\_\_\_\_



RIGOR + RELEVANCE + RELATIONSHIPS = EDUCATIONAL EXCELLENCE

36 McMahon Street ■ Corning, NY 14830 ■ Tel: (607) 962-6844  
Fax: (607) 654-2869 ■ [www.corningareaschools.com/severn](http://www.corningareaschools.com/severn)

## William Severn Elementary School

John Whaley, Principal

### Form B-T

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
(Student name)

Dear \_\_\_\_\_,

At our recent Parent / Teacher Conference, we discussed the possibility of \_\_\_\_\_ repeating his/her current grade level during the next school year.

Though we have agreed to consider such a move, we will need to meet during late May to make final plans for his/her placement. In the next few weeks, I will be contacting you to arrange a time when we can meet to discuss and decide on what plans for placement will be in the best interest of \_\_\_\_\_.

If you have any concerns or questions regarding this process, please feel free to contact me at 962-6706.

Sincerely,

\_\_\_\_\_  
(Teacher)

## William Severn Elementary School

John Whaley, Principal

### Form B-P

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
(Student name)

Dear \_\_\_\_\_,

At a recent Parent / Teacher Conference, you and your child's teacher discussed the possibility of \_\_\_\_\_ repeating his/her current grade level during the next school year.

Though you have agreed to consider such a move, it is necessary that you meet during late May to make final plans for his/her placement. In the next few weeks, your child's teacher will be contacting you to arrange a time when you can meet to discuss and decide on what plans for placement will be in the best interest of \_\_\_\_\_.

If you have any concerns or questions regarding this process, please feel free to contact me at 962-6844.

Sincerely,

John Whaley  
Principal

## William Severn Elementary School

John Whaley, Principal

### Form C-R

Date \_\_\_\_\_

Re: \_\_\_\_\_  
(Student Name)

Dear \_\_\_\_\_,

At your recent meeting with \_\_\_\_\_, you agreed that the best plan for next year's placement of \_\_\_\_\_ would be for him/her to repeat Grade \_\_\_\_\_.

I realize that this decision was arrived at after careful consideration of what is best for your son/daughter and I thank you for your input in this process. Please take time to fill out the bottom portion and return it to school at your earliest convenience.

Sincerely,

John Whaley  
Principal

---

---

I, \_\_\_\_\_, Parent/Guardian of  
\_\_\_\_\_, have met with his/her teacher and  
agree that he/she should repeat Grade \_\_\_\_\_ during the 20\_\_ - 20\_\_ school year.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

## William Severn Elementary School

John Whaley, Principal

### Form C-P

Date \_\_\_\_\_

Re: \_\_\_\_\_  
(Student Name)

Dear \_\_\_\_\_,

In recent discussions and meetings we have been unable to agree on a plan for the placement of \_\_\_\_\_ for the 20\_\_ - 20\_\_ school year.

Though the school's position is that \_\_\_\_\_ would benefit from another year at Grade \_\_\_\_, I am placing him/her in Grade \_\_\_\_, at your insistence.

In order for \_\_\_\_\_ to be placed in Grade \_\_\_\_, it is necessary that you complete the bottom portion and return it to school at your earliest convenience.

If you have any further questions regarding this process, please feel free to contact me at 962-6844.

Sincerely,

John Whaley  
Principal

---

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_, have insisted on his/her placement in Grade \_\_\_\_ for the 20\_\_ - 20\_\_ school year, against the recommendation of the school.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)