



Great Falls Public Schools
STUDENT RETENTION / SPECIAL PROMOTION WORKSHEET

Date _____

Student's name _____ Sex _____

Grade _____ Teacher/Team _____ Student I. D. # _____

Parent's name _____

School _____

Age: Years _____ Months _____ Birthdate _____

Dominant (primary) language of student _____

Environmental factors:

Attendance: present year _____ previous year _____

Tardies: present year _____ previous year _____

Siblings: (Grade in school)

Vision problem _____ Describe _____

Hearing problem _____ Describe _____

Speech/language problem _____ Describe _____

IEP _____
 CLP _____
 504 _____

School Staff Observations

I. Academic achievement

Success Maker _____

MAP Reading _____ Map Math _____

SBAC _____

II. Social achievement (age level)

Comments: _____

III. Observations, Informal and Formal Assessments (dates)

Light's Retention Score (attach completed scale) _____

IV. **SEE CLP** (print and attach)

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V. Parent Participation

1. Describe parents' perceptions and concerns

2. Number of parent/teacher conferences this year _____

Dates and results of conferences: _____

Steps for Retention/Special Promotion:

- 1. Cumulative file reviewed Date _____
- 2. Teacher/principal conference Date _____
- 3. Teacher/parent conference Date _____
- 4. Retention child study team Date _____
- 5. Decision Date _____
- 6. CLP developed Date _____
- 7. Appeal filed yes _____ no _____ Date _____

(Attached)

VI. Recommendation:

_____ will be placed in grade _____ for the _____ school year.

Signatures:

Parent/guardian _____

Parent/guardian _____

Teacher: _____

Teacher: _____

Teacher: _____

Teacher: _____

Principal: _____

Counselor _____

Dissenting opinion:

Comments:

