



ARKANSAS-LOUISIANA CONFERENCE
OF SEVENTH-DAY ADVENTISTS
Education Department

STUDENT RETENTION REQUEST
Due March 31

Occasionally a student may need additional time to complete grade requirements. Retention is seldom recommended for students beyond the primary grades. Retention alone does not benefit a child. Therefore, a plan should be developed using alternative strategies, techniques and materials to help the student meet goals. For the highest success, parents must agree that retention is in the best interest.

When it is felt, by the teacher, that such a case exists, a request is to be made to the Education Department, providing the following information.

School: _____

Student Name: _____

Student Age: _____ Current Grade Level: _____

Has this student previously been retained? _____ If yes when? _____

Does this student currently have an IEP from a public school? _____

Attach to this form:

1. Copies of current and previous report cards and achievement test scores.
2. Teacher's assessment of social, physical, and emotional development.
3. Teacher's assessment of what subject(s) create the most problem and frustration for student.
4. Evidence of time given for remediation, improvement, or other help given by teacher.
5. Report of communication with parents to include dates, notes from parent teacher conferences and other conversations, and emails.

Retention Approved By:

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

*Principal Signature: _____ Date: _____

Education Director Signature: _____ Date: _____

*In a small school, the School Board Chairperson may sign as one of the two school representatives.

See next page for section 4124 of the *Southwestern Union Education Code* book.

Southwestern Union Education Code
Retention of Students (4124)

Consideration to retain the student at a given level involves counseling with the student and the parents early in the third quarter. A written report, signed by teacher and parent, must be sent to the Education Director following the meeting.

No student is to be retained for more than two years during the elementary school years. All efforts are to be made to assist the student. The final decision to retain a student is to be reached cooperatively, and the Education Director must be consulted. Final notification must reach the Education Department by March 31.