

Woodridge Local School District

NOTICE OF RETENTION

Date: _____

Dear Parents or Guardian of _____

Your child has made some progress this school year but is still achieving below grade level expectations. It is our recommendation that your child be retained in _____ grade for the next school year.

We have arrived at this conclusion for the following reasons:

Your understanding and cooperation in this matter is extremely important to your child's future and to us. If you are in need of clarification, or if you would like to discuss this option further, we are more than happy to schedule a conference so that we can work together to help our child succeed.

A copy of this letter will be placed in your child's permanent record file for future reference. Please sign and fill out the form below and return it so that we know that you have received this notification.

Sincerely,

Principal

I have received this *Notice of Retention* and I am aware of its content.

_____ Yes, I agree and recommend that my child _____ be retained in the _____ grade for the _____ school year.

_____ Yes I will come in for a conference. The best day and time is _____.

_____ No, I am not available for a conference.

_____ I can't come to school but will have a telephone conference.

Student's Name

Parent's Signature/Date

PLEASE SIGN AND RETURN FORM TO SCHOOL