

**Information for the Parent or Guardian:**

Each school in the district is working with children, parents, and guardians to help students succeed academically and meet state grade-level standards. Earlier this year, your child was identified as *at risk* of not meeting grade-level standards. At that time, the teacher developed an Intervention Plan that included recommended academic support programs to help your student succeed. The Intervention Plan also outlined the possible consequences if your student was not making adequate progress at the end of the school year — including retention in his/her current grade.

At the end of this year, your child’s teacher re-evaluated his/her academic performance and assessment results. The enclosed *Decision to Promote or Retain* form reports the teacher’s decision about whether your child has made adequate progress towards grade level standards.

This document includes tests results, grades, and other information your child’s teacher used to make this decision, as well as academic interventions and supports your child **may** receive next year. Possible assessments used for this decision are described in the chart below.

Great care has been taken in making the promotion/retention decision; however, if you disagree with the decision, you may submit an appeal to the principal. A conference will be scheduled for you and your child to meet with the principal and teacher to review the recommendation for retention. Following this conference, the teacher will make the final decision to retain or promote your child, and you will receive written notice shortly thereafter.

**EXPLANATION OF SCORES**

<b>Assessment</b>	<b>What the Score Means...</b>
English Language Proficiency Assessments for California ELPAC	Shows the Overall English Language Scale Score for your student at the time of testing (Emerging, Expanding, Bridging).
Expected Overall English Language Scale Score (OSS) <i>for English Learners only</i>	Shows the Overall English Language Proficiency Level expected for your child, based on the length of time he/she has been enrolled in school.
District Formative Assessments: Literacy and Mathematics	Shows how well your student did on end-of-unit assessments in Literacy and Mathematics.
Credits	Shows whether your student is “on-track” to graduate on time.