

Administrative Procedure 361 Appendix A

[Form 361-1](#)

STUDENT RETENTION REPORT

Please note - before this report can be considered the student needs to have been brought forward to school based team and interventions put in place.

Student's Name: _____ Grade: _____

Age: _____ Birthdate: _____ Sex: _____

Parent's Name: _____ School: _____

Teacher's Name: _____

Siblings	Grade in School
_____	_____
_____	_____
_____	_____

Dominant (Primary) Language of Student: _____

Vision Problem: _____ Describe: _____

Hearing Problem: _____ Describe: _____

Speech/Language Problem: _____ Describe: _____

Diagnosed Learning Disability: _____ Describe: _____

A. School Staff Observations:

Academic Achievement (grade level)	Comments
Reading Level _____	_____
Math Level _____	_____
Language Level _____	_____
Written Work _____	_____

B. Observation and Assessment Results:

Date Assessment Completed: _____

Light's Retention Scale (attached completed scale): _____

(Reference: Light, Wayne H.: **LRS Light's Retention Scale 1998 Edition Manual**, Academic Publications, Novato, California, 1998)

Attach copies of psychological evaluation if applicable. _____

C. Previous Interventions to Assist Student:

	Current Year	Previous Year
Classroom Interventions	_____	_____
Student Services	_____	_____
Speech and Language Therapy	_____	_____
Youth Care Worker Support	_____	_____
Aboriginal Education Support Worker	_____	_____
Education Assistant Support	_____	_____
Occupational Therapy	_____	_____
Physiotherapy	_____	_____
Other	_____	_____

Comments:

D. Parent Participation:

1. Describe parents' perceptions and concerns: _____

2. Number of parent-teacher conferences this year: _____

Describe the result of the conferences: _____

E. Steps for Retention Consideration from [AP 361](#):

Date

1. Principal and/or parent suggest possibility of retention for the child. _____
2. Principal ensures interventions were put in place prior to consideration of retention _____
3. Principal formally informs parent of the consideration of retention _____
4. The SBT gathers data from observations and assessments _____
5. Student Services Coordinator facilitates a meeting of all partners and completes the Light's Retention Scale, completes the appropriate forms and set into action any further assessments _____
6. The Principal consults with the Director of Student Learning _____
7. School Based Team and parents make the final decision about the best placement for the child _____
8. This Student Retention Report form is completed and copies distributed. _____
9. A copy is provided to the Principal, the parent and the student cumulative file. After a SBT meeting held in April or May, the Principal must make the final decision and informs the parent of that decision, as per the School Act _____
10. The [Parent Consent Form](#) is completed. A copy is provided to the Principal, the parent and the student cumulative file. _____
11. Principal sends notification of the decision to the Student Services Coordinator and Director of Student Learning. _____

F. Recommendation:

- Promotion with Intervention
- Grade Retention with Intervention

G. Factors Supporting Recommendation:

Chair of SBT
Signature

School Principal
Signature

Classroom Teacher
Signature

Approved: May 2012;
Revised: August 15, 2021