

ADMINISTRATIVE CIRCULAR NO. 60

Office of Leadership and Learning

SAN DIEGO CITY SCHOOLS

Date: April 23, 2018

To: **Elementary** School Principals; Area Superintendents; Division and Department Heads

Subject: PROMOTION/RETENTION AND PLACEMENT DECISIONS FOR STUDENTS AT-RISK AT THE ELEMENTARY LEVEL

Department and/or Persons Concerned: Principals, Vice Principals, Teachers, and Counselors

Due Date: Complete required documentation by the end of the academic year.

Reference: District Procedure No. 4755, Promotion/Retention
Administrative Circular No. 31, Support for Students At-Risk at the Elementary Level (Intervention Plans), October 9, 2017

Action Requested: Review and implement promotion/retention procedures for students at-risk.

Attachments:

1. Decision to Promote or Retain: Teacher Directions
2. Decision to Promote or Retain Form
 - a. English version
 - b. Spanish version
3. Parent/Guardian Information Letter
 - a. English version
 - b. Spanish version
4. Parent/Guardian Conference Request Form
 - a. English version
 - b. Spanish version
5. Agreement for Pupil to Continue in Kindergarten Form
 - a. English version
 - b. Spanish version

Brief Explanation:

The primary purpose of this circular is to call your attention to the actions that must be taken at the end of the school year for students identified as at-risk of not meeting grade-level standards.

This circular and attachments contain important information related to student promotion/retention. It is essential that site administrators, teachers, and counselors carefully review all of the attached materials to ensure that the promotion/retention and student placement

processes outlined in Administrative Procedure No. 4755 are followed consistently throughout the district. *Please discard all related materials from previous years.*

Description of Attachments

1. Teacher Decision to Promote or Retain Forms

Teacher instructions for completing the Teacher Decision to Promote or Retain forms are found in Attachment 1. Attachments 2a and 2b are copies of the Teacher Decision to Promote or Retain forms, in English and Spanish. **A form must be completed for each student at-risk** (i.e., each student with a Learning Contract), even if the student is not being considered for retention.

- For students who are candidates for retention, the promotion/retention/placement decision should be discussed with the parent/guardian during a conference. There is an appeal process for parents/guardians who disagree with the teacher’s decision to promote or retain. (See Administrative Procedure No. 4755 for a description of the appeal process.)

Attachments 3a and 3b are copies of the Parent/Guardian Information Letter in English and Spanish; Attachment 4a and 4b are a “Parent/Guardian Conference Request Form.” Both of these documents should be distributed with each Teacher Decision to Promote or Retain form. Attachment 5 is a copy of the Agreement for Pupil to Continue in Kindergarten form (in English and Spanish), for distribution as needed.*

Action Timeline

The following timeline comes from Administrative Procedure No. 4755.

Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher	<ul style="list-style-type: none"> • Evaluate student’s academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, participation in support and intervention opportunities, readiness for next grade level, etc. • Consult with the principal and the student’s parent/guardian. • Make promotion/retention decision (elementary level). • Indicate decision on Teacher Decision to Promote or Retain form and submit to principal for signature. • Indicate decision on Elementary Progress Report Collection form (report card scan sheet).

* Please note: California law (Education Code 48011) requires parent/guardian approval for a Kindergarten student to be retained. A signed Agreement for Pupil to Continue in Kindergarten form must be kept on file at the school site for any student retained in Kindergarten in order for the district to collect ADA (average daily attendance) for that child during the retention year (i.e., next school year).

Action Dates	Responsible Party	Actions to be Taken
<i>At least 3 weeks prior to end of school year</i>	Principal	<ul style="list-style-type: none"> • Make promotion/retention decision for Kindergarten students (retention requires parent/guardian approval). Complete Agreement for Pupil to Continue in Kindergarten form and file in student's cumulative folder. • Sign all Teacher Decision to Promote or Retain forms; notify parents/guardians of decision and the opportunity to request a meeting to discuss student's academic program in the coming year and/or appeal the decision.
<i>Prior to end of school year</i>	Teacher Principal, Teacher Principal	<ul style="list-style-type: none"> • Convene meeting with parent/guardian upon request to discuss student's academic program for the coming year. • Conduct appeal process upon request by parent/guardian. <ul style="list-style-type: none"> – Make final promotion/retention decision following the proceedings. – Contact parent/guardian regarding disposition of the appeal; provide written notice shortly thereafter.
<i>End of school year</i>	Principal	<ul style="list-style-type: none"> • File all original documents in the student's cumulative folder. • Distribute copies as indicated to parent, teacher, principal, and, at exit grade only, the middle/junior high school. • Notify receiving middle-level school of students promoted with recommended interventions.

APPROVED:



Jim Solo
Executive Director
Office of Leadership and Learning

Attachments (9)