

ADMINISTRATIVE CIRCULAR NO. 119
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: June 7, 2005

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

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

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 and Placement/Articulation, K-6 (Elementary)

Administrative Circular No. 42, Learning Contract for At-Risk Students (October 28, 2004)

Action Requested: Review and comply with the decision and documentation process relating to at-risk students.

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 and placement/articulation. 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.*

Attachment	Document(s)
1	<i>Teacher Decision to Promote or Retain</i> Forms: Grades K-4/5 and 5/6 Teacher Decision to Promote or Retain Form: Teacher Directions Parent/Guardian Information Letter (English and Spanish) Teacher Decision to Promote or Retain Form: Electronic Form Instructions Parent/Guardian Conference Request Form Agreement for Pupil to Continue in Kindergarten Form (English and Spanish)
2	Literacy Performance Expectations and Placement Guidelines
3	Mathematics Performance Expectations and Placement Guidelines

Description of Attachments

1. Teacher Decision to Promote or Retain Forms

Attachment 1 provides copies of the *Teacher Decision to Promote or Retain* forms for Spring 2005. **A form must be completed for each at-risk student** (i.e., each student with a Learning Contract), even if the student is not being considered for retention. Teacher instructions for completing the *Teacher Decision to Promote or Retain* forms are also included in this attachment.

The form can be accessed and printed electronically at the school site via the Student Achievement Data System. All current student demographic and assessment information is pre-printed on the document. Directions for accessing the electronic forms are included in this section. Additionally, blank forms can be downloaded and printed from the Standards, Assessment, and Accountability Division website at <http://studata.sandi.net/saa/placement/index.asp>. These are available in several languages: Spanish, Cambodian, Lao, Somali, Tagalog, and Vietnamese.

- There are separate forms for Grades K-4/5 and Grade 5/6 (exit grade).
- For Grade 1 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.)
- For students who attend summer school, a new *Teacher Decision to Promote or Retain* form must be completed at the end of the summer session.

This attachment also includes a copy of the Parent/Guardian Information Letter (in English and Spanish), and a Parent/Guardian Conference Request Form. Both of these documents should be distributed with each *Teacher Decision to Promote or Retain* form. In addition, a copy of the *Agreement for Pupil to Continue in Kindergarten* form is included (in English and Spanish), for distribution as needed.*

2-3. Performance Expectations and Placement Guidelines: Literacy and Mathematics

- Attachments 2 (literacy) and 3 (mathematics) provide the performance expectations and retention criteria for each grade level.

These attachments also include the course placement options for students articulating to middle/junior high school. These charts will assist exit grade teachers in completing the **Interventions and Supports** section of the *Teacher Decision to Promote or Retain* form.

* 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).

Elementary teachers or site administrators should respond to parental questions regarding student promotion/retention at the exit grade level. Parental questions regarding student coursework at the middle-level entry grade should be referred to the middle/junior high school.

Action Time Line

The following timeline comes from Administrative Procedure No. 4755. Because a number of factors (e.g., budget and program uncertainties) have delayed the development of placement guidelines and related forms, it will be difficult to accomplish all actions specified in this timeline within the time frame indicated. We regret the impact this has had on schools and understand that schools will follow the timeline to the best of their ability.

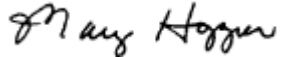
Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher	<ul style="list-style-type: none"> • Evaluate student’s academic performance based on designated performance measures and, if needed and appropriate, additional evidence of student academic achievement, 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 (Grades 1-6). • Indicate decision on <i>Teacher Decision to Promote or Retain</i> form and submit to principal for signature. • Indicate decision on Elementary Progress Report Collection form (report card scan sheet).
<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 <i>Agreement for Pupil to Continue in Kindergarten</i> form and file in student’s cumulative folder. • Sign all <i>Teacher Decision to Promote or Retain</i> 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 the final promotion/retention decision following the proceedings. – Contact the parent/guardian regarding disposition of the appeal; provide a 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-level school. • Notify receiving middle-level school of students promoted with recommended interventions.

Action Dates	Responsible Party	Actions to be Taken
<i>End of summer school</i>	Teacher, Principal Principal	<ul style="list-style-type: none">• Review student progress and assessment results. Confirm or revise promotion/retention decision.• Mail copy of new <i>Teacher Decision to Promote or Retain</i> Form to parent/guardian.• File original document in student's cumulative folder.

Questions may be directed to the District Assessment Department at 619-725-7172.

Eileen Poole
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District Assessment Department

APPROVED:



Mary Hopper
Chief Administrative Officer

EP:ek

Attachments (5)

Distribution: Lists A and D