

**RETENTION RECOMMENDATION LETTER (SAMPLE)**

Date: \_\_\_\_\_

Parents: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

It is the recommendation of the principal and teacher that the above student be retained in his/her current grade. The following data has been used to make this recommendation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Assessment/Test Scores: Reading \_\_\_\_\_ Math \_\_\_\_\_

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree Reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I (We) have been informed that my(our) child is behind his/her current grade level and that the school feels that my(our) child needs to be retained in \_\_\_\_\_ grade. I(We) have also been informed that if my(our) child does not reach grade level by the time he/she is in high school, it may be difficult to meet high school graduation requirements. I am fully aware that this is a possibility, however, I still do not want my child to be retained.

\_\_\_\_\_  
Parent Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent Signature\_\_\_\_\_  
Date