

ADMINISTRATIVE CIRCULAR NO. 58

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** April 3, 2019
- To:** **Middle-Level** Principals; Area Superintendents; Division and Department Heads
- Subject:** PROMOTION/RETENTION AND PLACEMENT DECISIONS FOR STUDENTS AT-RISK AT THE MIDDLE 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:** SDUSD Board of Education action (May 27, 2008)
District Procedure AR 5123, Retention/Promotion
Administrative Circular No. 202, Support for At-Risk Students at Middle and High Schools (Intervention Plans), Nov. 13, 2018
- Action Requested:** Review and implement promotion/retention procedures for students at-risk of not meeting grade level standards.
- Attachments:**
1. Decision to Promote or Retain: Teacher Directions
 2. Decision to Retain or Promote Forms
 - a. Grades 6-8, English version
 - b. Grades 6-8, Spanish version
 3. Information for the Parent or Guardian of a Student At-Risk
 - a. Grades 6-8, English version
 - b. Grades 6-8, Spanish version
 4. Parent/Guardian Conference Request Form
 - a. Grades 6-8, English version
 - b. Grades 6-8, Spanish version

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 the promotion/retention and student placement processes outlined in Administrative Procedure AR 5123 are followed consistently throughout the district.

Please discard all related materials from previous years.

Description of Attachments

Directions for completing the Decision to Promote or Retain forms are included in Attachment 1. Attachments 2a and 2b are copies of the Decision to Retain or Promote 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 decision to retain or promote. (See Administrative Procedure No. 4760 for a description of the appeal process.)

Attachments 3a and 3b include copies of the Parent/Guardian information letter for students At-Risk in Grade 6-8 in English and Spanish. Attachment 4 is a “Parent/Guardian Conference Request Form.” These documents should be distributed with each Decision to Promote or Retain form.

Action Timeline

Action Dates	Responsible Party	Actions to be Taken
<i>Within last 6 weeks of instruction</i>	Teacher/ School Counselor	<ul style="list-style-type: none"> • Evaluate student’s academic performance based on academic grades in core subjects (i.e., English, Mathematics, History/Social Science, and/or Science), and, if needed and appropriate, designated performance measures, 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.
	School Counselor/ Principal’s Designee	<ul style="list-style-type: none"> • Identify students in jeopardy of retention. • Indicate promotion or retention on the Decision to Promote <i>or Retain</i> form and submit to principal for signature.
<i>At least 3 weeks prior to end of school year</i>	Principal	<ul style="list-style-type: none"> • Sign Decision to Promote or Retain form; 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.

Action Dates	Responsible Party	Actions to be Taken
<i>Prior to end of school year</i>	Principal/ Principal's Designee/ School Counselor	<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 written notice shortly thereafter. • Conduct Placement Review Conference upon request by staff and/or parent/guardian. <ul style="list-style-type: none"> – Make the final placement decision during the conference. Have parent/guardian indicate agreement with or decline of the recommended placement and sign the form.
<i>End of school year</i>	Principal	<ul style="list-style-type: none"> • File all original documents in the student's cumulative folder (Decision to Promote or Retain form). • Distribute copies as indicated to parent, teacher, principal, and, at the exit grade only, the high school.

APPROVED:



Wendy Ranck-Buhr
 Instructional Support Officer
 Office of Leadership and Learning

Attachments (7)