

Tucson Unified School District Promotion, Retention and Acceleration of Students Calendar of Events

Remember in all communications - parents who have identified a primary language other than English need interpretation services at parent meetings.

Task	Exhibits to Use	Time Line
Identify students not meeting standards, having difficulty with classroom expectations, or other issues which inhibit a child's progress.	Student Support Plan (SSP) Exhibit IKE-E1	Within the first 4 ½ weeks of school or at the first sign a child is experiencing difficulties/failing.
Implement Student Support Plan (SSP) per student in need of interventions.	Student Support Plan (SSP)	Every 4 ½ weeks or quarterly as needed to record interventions, identify outside resources needed and to communicate with parents.
Implement SSP and communicate with parents. Document all conversations with parents/guardians on the SSP.	Student Support Plan (SSP)	Ongoing - Providing positive reinforcement for reaching a level of success. Updates if progress is not made or other needs arise.
Review and revise plan using the latest data of classroom participation and assessments with student/parent and other resources as indicated by need. SSP – parent signature with progress. Parents notified and met with and receive a copy of the updated plan.	Student Support Plan (SSP)	Every 4 ½ weeks.
Conduct final assessment and make decision for promotion, retention, or acceleration using the SSP and student progress toward meeting District and State Standards for grade level.	Student Support Plan (SSP)	Completed by May 1.
Notify parents of conference and document	Sample Parent Letter – (Exhibit 4) or Notice of Decision for Retention – (Exhibit 5).	Completed by May 4.
Conduct and document parent conference regarding a retention or acceleration decision. Per the SSP implement an intervention plan for next school year.	Recommended Educational Plan for Following School Year – Retention Form (Exhibit 6) or letter of Acceptance of Student's Acceleration Decision (Exhibit 2)	Completed by May 10.
Send relevant documentation to appropriate Principal Supervisor of all students to be retained or Accelerated.	Always send: (Student Support Plan Exhibit1) Send for Retention: Notice of Decision for Retention (Exhibit 5), Recommended Educational Plan for Following School Year – Retention Form (Exhibit 6) Send for Acceleration: Letter of Acceptance of Acceleration (Exhibit 2)	By last day of school.
Report cards will identify the parents/guardians right to have their child's promotion, retention, acceleration or final failing high school course grade reviewed. The Governing Board will send Exhibit 3 to a parent if they request a review.	Parent Request for Review of Teacher Decision (Exhibit 3)	