

*Specific School Information***NOTICE OF DECISION FOR RETENTION**

Date: [\_\_\_\_\_]

Dear [\_\_\_\_\_]:

I/We would like to inform you that your son/daughter, [\_\_\_\_\_], will be retained in the [\_\_\_\_] grade. We have talked several times this year regarding the areas of concern for your daughter/son. S/he has not made sufficient progress in meeting the State Standards in enough core classes in order to be considered a successful candidate for the next grade level.

I/We would like to meet with you to develop a joint plan to assist your son/daughter in meeting his/her greatest potential for the upcoming school year. It is imperative that we talk about your child's future to ensure his/her success. We must complete this conference by May 10, so please call [\_\_\_\_\_] between [\_\_\_\_\_] AM and [\_\_\_\_\_] PM at your earliest convenience. If you receive no answer, please leave a call-back number and the best time to call you and we will get back to you as soon as possible.

At the time of the conference, you are welcome to look at the records of the teacher(s) in order to ensure that this is the correct action at this time. If you do not agree with this decision, you do have the right to appeal to the Governing Board of the Tucson Unified School District.

We look forward to meeting with you and discussing your child's placement and educational plan for next year.

**Sincerely,****[ Signed by names of Teacher/Teachers who have made this decision ]**