

Retention Procedures Vacaville Unified School District



Updated 01/25/12

1. The teacher initiates a case study using the *Vacaville Unified School District (VUSD) Retention Worksheet (Doc. 1a-1e)* at each phase (Trimester 1, 2, and 3) for any student at risk of not meeting minimum standards for promotion. Parent signature is required. A copy of this form is submitted to the site administrator and Site Retention Committee designee at each phase.
2. The teacher completes the teacher recommendation section of the *Teacher Recommendation/Committee Decision to Retain* form (**Doc. 4**) for every student for whom a Retention Worksheet has been initiated. Once a worksheet has been started, it needs to be continued for each trimester or until the child is no longer at risk. A copy should be submitted to the site administrator and Site Retention Committee Designee.
3. The teacher attaches the **completed** grade level *VUSD Retention Worksheet (Doc 1a-1e)* to *Recommendation/Committee Decision to Retain (Doc 4)* and submits them to the Site Retention Committee designee and site administrator.
4. The Site Retention Committee designee submits an agenda and calls a meeting of the Retention Committee based on all forms submitted. A copy of this agenda is to be given to the Site Administrator. This should be held in the last trimester.
5. The referring teacher attends the Site Retention Committee meeting.
6. The Site Retention Committee discusses the individual cases and makes the final decision on retention. The *Teacher Recommendation/Committee Decision to Retain (Doc. 4)* is completed. Distribution: Original to cumulative file, copy to Site Retention Committee Designee and placed in the child's RLA folder.
7. The Site Retention Committee members and referring teacher completes the *K-6 Retention Plan (Doc. 9)* at the Retention Committee meeting. Parent and Principal signatures are required. Distribution: Original to cumulative file, copies to parents/guardians, Site Retention Committee and referring teacher.
8. The Site Retention Committee completes and distributes the *Parent/Guardian Notification of Retention* decision form (**Doc. 5**) and Retention Plan (**Doc. 9**).
9. The parents have the right to appeal the Site Retention Committee's decision within 10 school days of receipt of the notification. Following an appeal, the site administrator will complete the *Notification of Appeal Decision (Doc. 8a or 8b)*.
10. The Site Retention Committee designee is responsible for distributing Doc. 1, 2(if applicable), 3, 4, 5 (if applicable), and 6 to cumulative file, administrator, and current teacher. The administrator is responsible for distributing a copy of the Retention Plan in August to the new classroom teacher; **Doc. 4 and Doc. 9** for retained students and **Doc. 4** for promoted students to the new teacher.
11. Site Retention Committee designee requests the clerical staff to enter retention data into AERIES.
12. Principal completes K-8 Retention End of the Year report, Doc 7, and submits it to Educational Services.

* Retention documents can be found in the Document Locker on the Gateway. See *Retention Notification and Worksheets* folder.