



EASTPOINTE COMMUNITY SCHOOLS

Curriculum Department Retention Packet

All retention requests must compile the following documentation for the Superintendent's review. Retention packets should be submitted by April 30th. Please keep in mind that the building should provide support throughout the year in a partnership with families.

- Student's profile page from PowerSchool
- Student's parent contact page from PowerSchool
- Individual Reading Intervention Plan OR Individual Student Success Plan
- Student Success Team notes and logs from meetings
- Parent Contact Logs, specifically referencing grade level progress or concerns of progress
- Date of Parent Meetings with Principal, Teacher, and Intervention Staff
- Progress Monitoring Data
- Intervention Notes
- Lights Retention Scale
- Student IEP (if applicable)

Links and Resources:

[ECS IRIP Fall Teacher Companion Document](#)
[ECS Revised IRP 4/2019](#)

Student Name: _____

School: _____

Staff Member
Completing Report: _____

Date Packet Submitted: _____

Process for Retention

1. School Identifies Students
2. School provides Interventions and works with Families
3. School assesses the progress of the students at a minimum quarterly
4. School team including Principal meets with families in February to communicate concerns about the students progress
5. School team increases supports for students with concerns (this should be reflected in the revised IRIP or Student Success Plan AND in SST meetings)
6. Student is 1-2 years below gradelevel with little to no progress in interventions
7. School team completes Lights Retention Scale to determine if retention should be considered- IF Lights Retention Scale indicates a retention may positively impact long term performance
8. Principal meets with family to discuss
9. Principal completes a packet for retention
10. Superintendent reviews packet to determine if retention is appropriate using the following considerations:
 - a. Has the student been enrolled less than 2 years?
 - b. Has the school provided intervention, monitored the intervention, revised the intervention?
 - c. Has the school discussed the student in the SST process?
 - d. Does the student have a possible learning disability?
 - e. Is the student an ELL with less than 3 years instruction?
 - f. Has the student previously been retained?
 - g. What does the Light's Retention Scale Indicate?
11. Superintendent communicates approval to Principal, Assistant Superintendent and pupil accounting by June 1