



**Request for Retention
Grades K-12**

The Live Oak Unified School District uses the existing law that requires the governing board of a school district to adopt policies regarding pupil promotion and retention and requires a pupil to be promoted or retained only as provided for in those policies.

Please complete this form for any requests for retention and submit it to your School Site Principal.

Please provide the following information:

Student's Name (First, Last): _____

Date of Birth: _____ Student's Current Age: _____ School: _____

Requesting to retain student in ____ grade:

Does your student receive Special Education services? _____ (Yes/No)

Does your student receive services through a 504 Plan? _____ (Yes/No)

Parent/Guardian Name (First, Last): _____

Parent/Guardian Name (First, Last): _____

Street Address: _____

Additional Contact Information:

Phone: (Home) _____ (Cell) _____

Email: _____

Please use the space provided below to explain your request for retention. Information may include but is not limited to the pupil's academic data and any other information relevant to how the retention is in the pupil's best interests, academically and socially.

For office use only

◆ Form received by: (Name) _____ (Date) _____

◆ Site Principal Reviewed form: (Date) _____ (Signature) _____

Decision to retain: Yes No

Rationale: _____

Staff: Place a copy of this form into the Student's Cumulative file