



Orange County Schools

200 East King Street
Hillsborough, NC 27278

Date: _____

Dear Parents/Guardians:

The K-12 Accountability Standards Policy #3420 of the Orange County Board of Education requires parent notification of the possibility of retaining a student by February 15 each year. This letter is to advise you that at this time based on daily work and other assessments your child, _____, may be retained in his/her current grade.

Concerns about your child's school performance and progress have already been shared with you and efforts are continuing. The possible cause(s) for his/her unsatisfactory progress is checked below.

- _____ Absenteeism
- _____ Failing classroom grades and performance
- _____ Performance on state end-of-grade testing
- _____ Other _____

Please call the school if you would like to have a conference to discuss your child's progress.

Sincerely,

Teacher's Signature _____

Principal's Signature _____

Date _____

School _____

School Phone Number _____

Copy to: Parents, Teacher, and Principal

Middle Grades Retention Letter
03/17/11