



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
4.2

**SECTION:** INSTRUCTION  
**TITLE:** GRADE PROMOTION OR GRADE RETENTION  
**DATE:** JUNE 2020  
**SUPERINTENDENT APPROVAL:** 

It is not recommended, as a general practice, that a student skip a grade or be retained in a grade. However, in rare circumstances it may be in the best interest of the student that he/she be promoted or retained. The following are guidelines concerning this topic:

1. A parent or student shall initiate the request for promotion or retention with a school administrator. The administrator will take into consideration the recommendation of the parents and seek additional information from the teacher, counselor, etc. Some of the considerations would include: prior grade retention, academic testing showing significantly higher or lower test scores than current placement, age of student, physical and emotional status, etc. The following documentation shall be obtained and reviewed by the administrator:
  - a. Standardized Testing Scores (Benchmarks, etc.)
  - b. Transcript
  - c. Behavior Records
  - d. Attendance Records
  - e. Student Recommendation
  - f. Parent Recommendation
  - g. Teacher Recommendation
  - h. Wide Range Achievement Test (WRAT), if Standardized Testing is not available.
2. If the parent wishes to proceed, the administrator must contact the Coordinator of Student Services and the Coordinator may require the following:
  - a. All of the information from the above list
  - b. Recommendation from the administrator
  - c. Woodcock-Johnson Achievement Test (WJAT)-optional
  - d. Wechsler Intelligent Scale for Children (WISC)-optional
  - e. Behavior Assessment System of Children (BASC)-optional
3. The Coordinator of Student Services will organize and convene an Educational Review Team (ERT). The student and parent may be asked to present additional information to the (ERT). The ERT will then consider all information and render a final decision.
4. Kindergarten and First Grade. An elementary principal will have the opportunity to decide whether a student should be **retained** or promoted in kindergarten or first grade.
5. Second Grade through Eighth Grade. Students may be promoted or retained within their respective school. However, a student may not be promoted directly from an elementary school to a middle school or from a middle school to a junior high school until the middle/junior high school principal has ample time to assess the academic and social needs of the student.
6. Ninth Grade through Twelfth Grade. A student will not be promoted or retained.