

SOUTH BEND COMMUNITY SCHOOL CORPORATION

PLACEMENT/RETENTION RECORD FORM

Date: _____

Name of Child / Grade / Age

Parents/Guardians / Address / Phone

Child's Teacher / Principal / School

During the school year, the following conferences were conducted:

<u>Date:</u>	<u>Those in Attendance</u>	<u>Child's Progress Noted/Recommendation(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Evaluation Conference prior to formal recommendation for retention/placement was held _____ at _____ with _____ in attendance.

The formal recommendation to retain / place _____ Name of Child / _____ Grade

was made on _____ Date to _____ Person/Persons by _____

The specific reasons for retention/placement are:

The formal decision to retain not to retain _____ Name of Child

was made on _____ by _____

The child's parents were notified of this decision by Mail Sent home with child