

3RD GRADE TO 4TH GRADE PROMOTION AND RETENTION

Effective Date of Procedures

These procedures first apply to third grade promotion decisions that occur at the end of the 2026-27 school year.

Screening of Third Grade Students for Possible Retention

No later than promptly after the date of the school's final administration of the universal reading screener each school year, assigned staff shall identify the 3rd grade students who will be further evaluated for possible retention under the promotion criteria established in the District's 3rd grade to 4th grade promotion policy. In connection with this process:

1. This identification/screening process will occur under the supervision of the school principal.
2. The staff members with direct responsibility for completing this identification/screening process will normally be the educators who have primary responsibility for providing math and reading/language arts instruction to the individual student, subject to the following expectations:
 - a. If the student has been working with a District reading specialist, the reading specialist will have an opportunity to provide input into the screening.
 - b. If the 3rd grade student has a personal reading plan in place, the educators responsible for conducting monitoring activities under the plan will have an opportunity to provide input into the screening.
 - c. For any student with a disability whose IEP includes materially modified academic content and achievement standards in reading, math or both, the process for making the student's promotion/retention decision shall be adjusted as further described in the District's promotion policy and as further determined by the student's IEP team to ensure that the decision will not conflict with the student's IEP and to ensure that the final decision would constitute an appropriate educational setting for the student.
 - d. The school principal or other administrator may direct or authorize other staff members to be involved in the identification/screening process for individual students.
3. Assigned staff will identify students for further evaluation for possible retention by applying the factors/criteria specified for that purpose in the District's 3rd grade to 4th grade promotion policy.
4. Adjustments to the identification/screening process may need to be made in individual student circumstances, such as for students who enroll late in the school year.

5. The staff member conducting and documenting the outcome of the screening/identification process shall promptly inform the student's parent(s) or guardian(s) if their child has been identified for further evaluation for possible retention.
6. To the extent provided by the District's 3rd grade promotion policy, students who are **not** identified for further evaluation for possible retention are eligible for promotion to 4th grade.

Post-Screening Evaluation and Decision

For each student screened for further individualized evaluation for possible retention **and** who is **not** determined to be eligible for promotion under any of the other promotion criteria defined in the District's 3rd to 4th grade promotion policy, the District will further evaluate the student and a promotion or retention decision will be made.

1. Process.

- a. A designated administrator who has curricular responsibilities and knowledge of the District's approach to interventions and supports for students who are experiencing significant academic struggles shall make a decision regarding the student's eligibility for promotion. A District reading specialist may serve as a designated administrator for this purpose.
- b. The designated administrator shall make the decision (1) in direct consultation with at least one staff member responsible for instruction and assessment of the student in reading and/or math, as relevant to the student learning gaps in those core subjects; (2) in consultation, as needed, with any other staff who the administrator identifies as having important information about academic and/or non-academic factors affecting the student; and (3) with reasonable attempts by the administrator or a designee to obtain and consider input from the student's parent(s) or guardian(s).
- c. The evaluation process may occur at one or more group meetings and/or through a series of communications.
- d. The evaluation and final decision should identify and consider at least all of the following, to the extent reasonably available:
 - i. The student's academic progress to date, with no single test or assessment result serving as the sole measure of the student's progress;
 - ii. Interventions that have been implemented for the student to date, the extent to which the student was able to fully participate in those interventions, and the student's response to those interventions, including especially whether the student's learning gaps relative to applicable grade-level academic standards were materially narrowed, grew wider, or stayed about the same;
 - iii. At least a tentative identification of available interventions (e.g., instructional modifications, services, and supports) that the District would

be likely to provide to the student under both a retention outcome and under a promotion outcome.

- iv. Relevant non-academic factors affecting the student, such as potential impacts of the decision on a student's social relationships, social development, and self-perception, which should be identified and evaluated with input from relevant staff and, if available and willing to provide such information, the student's parent(s), guardian(s), or other caregiver(s); and
 - v. The decision-making (i.e., promotion) criteria established in the District's 3rd grade promotion policy.
- e. The administrator responsible for making the decision regarding eligibility for promotion, or the administrator's designee, shall promptly inform the student's parent or guardian of the decision.
 - f. If the student's parent(s) or guardian(s) request reconsideration of the decision, the final decision on reconsideration shall be made by the District Administrator. The initial decision will be modified only if, upon a review of all relevant and reasonably available information, the District concludes that the 3rd grade to 4th grade promotion policy was applied incorrectly.

2. *Timing for the Decision.* For students who have been screened and further evaluated for possible retention, a decision regarding retention or promotion (which may include one or more conditions that require later evaluation) will normally be reached at some point after the District receives the individual student results of the Forward Exam and by the end of the school year. Specific timelines and procedures may need to be adjusted for individual students, including in situations where the student first enrolls in a District school late in the school year, where the student is participating in a summer school program, etc.

APPROVED: March 16, 2026