

BOARD MEMBERS

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Mission Statement: We are committed to the success of every student!

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**Curriculum Department
K-5 Early Notification of Possible Retention**

January 2018

Dear Parent or Guardian:

This letter is to inform you that _____ is working below expectation in the following areas:

- Reading
- Writing
- Mathematics
- Science

Near the end of the school year a decision will be made about the best grade level placement for your child next year.

You will be notified in May if your child is retained. You are encouraged to talk with your child’s teacher about what you can do to improve his/her progress.

Sincerely,

Principal

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**Alachua County Public Schools
Elementary Curriculum Department
K-5 Early Notification of Possible Retention**

Please return this portion of the letter to your child’s school. If you desire further information, contact the school.

Student:_____ Grade:_____ Date:_____

I have received the letter from the principal stating that my child may be retained.

Signature of Parent/Guardian