



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

(LETTERHEAD)

STANDARDS-BASED PROMOTION
END OF SUMMER SCHOOL/INTERSESSION PROMOTION/RETENTION
DETERMINATION LETTER

To the Parent/Guardian of _____
 (Student Name)

 (Date of Birth) (Grade) (Home School)

This letter is to inform you that the following promotion/retention determination has been made for your son/daughter:

- Student is promoted for the coming school year.
- Student in grade 2-4 does not meet the criteria for promotion; however, the teacher recommends promotion and the Justification for Promotion Form is attached.
- Student in grade 5 does not meet the criteria for promotion; however, the teacher recommends promotion and the Justification for Promotion Form is attached.
 Student is promoted and is placed in one of the following 6th grade programs:
 - Developing Readers and Writers course based on program criteria
 - English Language Arts Core course with interventions
 - Double block ESL course with interventions
 - A grade 6 Mathematics course with interventions
- Student is retained.

COMMENTS: _____

Parent Conference held on _____/Letter mailed on_____.

If you wish to make a formal appeal to this decision, please contact your child's home school to begin the appeal process.

Principal Signature _____ Date: _____

Teacher Signature _____ Date: _____

PLACE COPY IN STUDENT'S RED FOLDER