



Department of Leadership Services

Promotion, Placement, and Retention Rubric For Second Grade Students 2009-2010

Student Name: _____ Teacher: _____ Student DOB: _____

Use this form to assist with your review of elementary school student performance, as well as consideration for promotion, placement or retention for this school year. Information recorded on this rubric is solely based on student academic performance at the grade level noted above. Four areas of student academic performance will be considered: (1) GA-CRCT Reading Score (2) GA-CRCT Math Score (3) SBRC (4) Instructional Reading Level (Fountas & Pinnell) AND 5) Teacher recommendation. Students receiving a total of 12-14 points may be recommended for placement into the next grade level for the ensuing school year. Students achieving a total of 5-11 points MAY be recommended for retention for the _____ school year. And, students receiving a total of 15-23 points have met the local criteria for promotion.

Criteria for Promotion, Placement, and Retention Recommendation	5 Points	3 Points	1 Point
1) GA-CRCT Reading	Level 3 (Exceeds)	Level 2 (Meets)	Level 1 (Does not meet)
2) GA-CRCT Math	Level 3 (Exceeds)	Level 2 (Meets)	Level 1 (Does not meet)
3) SBRC (Standards Based Report Card)	95%-100% mastery or 55-58 standards/elements at Level 3	80%-94% mastery or 46-54 standards/elements at Level 3	79% or less mastery or 45 or less standards/elements at Level 3
4) Instructional Reading Level	N or better (Lexile 500 or better)	M Lexile (400-499)	Below J Lexile (Below 300)
5) Teacher Recommendation (Please see criteria for Retention)	N/A	Promotion	Retention

_____/23 points achieved

Programs Attended: Check all that apply

SIEP EIP Reading Sp. Ed. Resource
 Saturday School EIP Math Sp. Ed. Speech/Language
 Mentoring Program TITLE Math ESOL
 TITLE Reading

Has student been retained before? _____ If Yes, in what grade was he/she retained? _____

Is a psychological evaluation pending for this student? _____ If Yes, what is the expected date of eligibility? _____

Parent Communication (Required for all students considered for RETENTION)

Date of Initial Meeting (Conducted no later than last week of January)

Follow-up meeting: _____

Follow-up meeting (May): _____

The committee recommends the following:

Promotion Retention Placement for year _____

Committee Recommendation: (Committee must consist of the following individuals; Parent/Guardian, Grade level teacher, and Administrator) The school can include but is not limited to the following additional personnel participating on the committee: guidance counselor, EIP teacher(s), Title teacher(s), school psychologist, etc.

Parent/Guardian Signature: _____

Date: _____

School Administrator:

Signature _____ Title: _____

Date: _____

Teacher: _____ Date: _____