

# MPS RECORD OF STUDENT PROGRESS AND GRADE PLACEMENT

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Student Number \_\_\_\_\_

School \_\_\_\_\_ School Year \_\_\_\_\_

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Has this child ever been retained? Explain. \_\_\_\_\_

## GRADE PLACEMENT CRITERIA

Developmental and Classroom Learning Skills:

Performance on Arizona Academic Standards and MPS Curriculum Goals:

### In arriving at a grade placement decision, the following steps are taken:

1. The child's progress toward mastery of grade level curriculum goals is monitored throughout the school year.
2. By January 31, a conference is held with the parent or guardian, teacher and appropriate others to review the child's progress. (**Note:** When a child transfers to a new school after the end of the first quarter of the school year, this conference may be held after January 31.)

Date of Conference: \_\_\_\_\_ Signature of Parent/Guardian at Conference \_\_\_\_\_

3. Additional information about the child's progress is provided to the parent or guardian at the end of the third grading period.
4. By May 31, a grade placement decision is made for the next school year.

Date of Decision: \_\_\_\_\_ Grade Placement: \_\_\_\_\_ School Year: \_\_\_\_\_

### COMMENTS:

\_\_\_\_\_  
*Parent or Guardian Signature*

*Original: Student File*

\_\_\_\_\_  
*Teacher Signature*

*Copy: Parent or Guardian*

\_\_\_\_\_  
*Administrator Signature*

*Copy: Curriculum & Instruction*