



TITLE:  
MPS Record of Student Progress and Grade Placement

FORM: IKE-R(1)-F(3)

Updated 8/10/2020

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

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

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

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Has this child ever been retained? \_\_\_\_\_ If yes, please 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: \_\_\_\_\_

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

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

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

**Original:** Student File

**Copies:** Parent/Guardian and Curriculum & Instruction