

Retake Contract

Purpose of the Retake Policy

The purpose of providing students with a retake opportunity is to ensure that students strive for content mastery and have multiple opportunities to reach their desired goal.

Policy Checklist

- Identify when a retake is appropriate
 - Fill out a Retake Request form (take home with graded papers folder)
 - Complete corrections
 - Correct any and all problems/questions where points were not earned
 - Check with the teacher for any other specific requirements
 - Turn in Retake Request form
 - Schedule a date and time with your teacher
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Retake Policy

All requests utilize a universal retake form; students should remember that some classes and assessments may have different requirements and expectations.

It is very strongly encouraged that students complete a Retake Request Form within 3 days of the return of the graded assessment to submit a request.

Submissions after the 10-school day period from when the graded assignment was passed back will not be accepted. Please note, for assignments returned near the end of the quarter, students should plan to schedule the retake prior to the quarter ending.

Any scheduled meetings throughout the retake process must be attended. Failure to attend or being unprepared for a scheduled meeting will result in a forfeit of the student's retake opportunity.

----- Please detach and return with signatures -----

2021-2022 Retake Contract

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Retake Request

Retake Info

Name: _____ Today's Date: _____

Test to Retake: _____ Date to Retake: _____

Reflect

Previous Grade: _____

Why do you think you earned this grade? Please provide a thoughtful, well-organized answer.

Remember to attach your previous test and your alternate assignment!

I request the opportunity to retake this test. I have studied and worked hard to improve my understanding of this concept.

Student signature: _____

Parent signature: _____

Teacher Approval: _____