



Teresa W. Hargrett
Principal

Possible Retention Notification

To The Parents/Guardian of: _____

Date: _____

A review of your student’s academic record and current progress report indicates that he or she has received a failing grade in one or more subjects. Your student’s achievement is, therefore, not on track and could result in his or her failing this year. A student who fails three or more subjects for the year will face retention.

Floyd Middle School has a formal retention process, which includes Administrators, Teachers, Special Education Representative (if needed) and Counselors. Meetings are held throughout the year to review your student’s grades, attendance records, and strategies to help your students succeed.

I encourage parent-teacher conferences and participation in the opportunities for extended learning such as after school tutoring (starting Nov. 11) and Saturday tutoring (starting in January). If you have not already been contacted by your student’s teacher, please be proactive and contact them for a conference. During this time you may discuss strategies to help your child have a successful year. Also, please refer to the back for **“Tips for Parents: Improving Your Child’s Study Habits.”** If you feel you need further assistance, please feel free to contact someone in our School Counseling Department which includes Mrs. Kim Gray or Mrs. Tanyika Butler at 770-819-2453.

Please read the complete promotion and retention policy at <http://www.cobbk12.org/centraloffice/adminrules/I/IHE-R.pdf> . We share with you the desire for your student to be successful.

Progress Report Dates

Sincerely,

CCSD: Nov. 7, Jan. 9*, Feb. 25, April 16, May 29*

Teresa W. Hargrett
Dr. Teresa W. Hargrett
Principal

Floyd: Dec. 5, Jan. 30, Mar. 20, May 8

*Official Report Card Distribution

Please sign and return this letter to your child’s homeroom teacher within two days of receipt. Please retain a copy for your records.

I have read this retention letter and am aware that my child may be in danger of retention for the 2014-2015 school year.

Student’s Name

Parent’s Signature

Date