

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 215-AR-1-FORM-3. RETENTION LETTER

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_

Your child \_\_\_\_\_, has continued to experience difficulty progressing academically in school. Having reviewed your child's work and records thoroughly, we feel that your child should be retained in grade \_\_\_\_\_ for the \_\_\_\_\_ school year.

We make this decision based on a concern for proper growth and development in the mental, physical, social and emotional areas of your child's education. Progress in these areas is most important on moving any child toward attaining his/her highest potential.

We realize, that in addition to any prior contacts that you have had with your child's teacher, you may have some questions with respect to this decision. If you do and wish to discuss this matter, please contact your child's teacher and arrange an appointment. Both the teacher and I will make ourselves available for this meeting.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School