



**Dr. Machele R. Kline,
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

MANAGEMENT OF STUDENT RETENTIONS FOR LOTTERY APPLICANTS

If a student is being retained in June 2018 and has accepted a lottery placement for 2018-19:

Student applied for the NEXT grade

- Student is to be retained in June 2018 to the current school.
- If the student attends and completes summer school, the student has a chance to move to the next grade level, therefore, the lottery placement will not be cancelled as yet. In the meantime, maintain records at the current school. When summer school is completed, review the list of your retained students against the list of students who passed or failed the summer coursework and process the cumulative record as appropriate.
- If a student completed the requisite coursework to pass to the next grade, the school secretary from which the initial retention was initiated will submit a grade level change e-form for the principal's approval. The school secretary will then send an email to the principal for the new school year and copy Tonya Freeman and the appropriate school secretaries by August 6 (ES/MS)/ July 31 (HS), indicating the student is promoted and the School Choice placement should remain. The school secretary should send the cumulative folder to the new school.
 - If a student fails or does not complete the summer program, the student will remain in the current school in the retained grade. The school secretary will then send an email with Student Name/ID and the reason for the retention to Tonya Freeman. **THE SCHOOL CHOICE OFFICE MUST BE NOTIFIED BY THE SCHOOL SECRETARY TO CANCEL THE LOTTERY PLACEMENT TO THE NEXT SCHOOL—The school principal should make sure the parent has been notified that the student is NOT promoted and will remain at the current school.**

Student applied for the SAME grade

- Student is to be retained in June 2018 to the same grade. The next school should already be listed as the lottery accepted school and should NOT be changed.
- Student Cumulative Records may be sent to the new school.
- ❖ Note: If the student attends summer school and moves to the next grade, it may void the original placement. Email Tonya Freeman in the School Choice Office to check for appropriate handling. (7459)

If a retention will void an acceptance due to an incorrect grade on the application, there MAY be a chance that parents could reapply for a new placement in a different school for the correct grade. Applications must be completed by July 13, 2018.

New applications for current CCS students cannot be accepted after July 13, 2018. PLEASE DO NOT SEND PARENTS OF RETAINED STUDENTS TO SCHOOL CHOICE AFTER THAT DATE.