

McCrary Elementary School

Retention Letter

Date: _____

Dear Parent/Guardian:

The purpose of this letter is to notify you that your child, _____
will be retained at his/her present grade level for the _____ school year due to the
following reasons:

A Conference concerning the retention of your child is schedule for:

_____, _____, at _____
Day Date Time

If you have questions, please call the school office at 870-731-2921. A copy of this letter will be made upon request.

Thank you,

Teacher Signature

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- Yes, I will be able to attend the meeting concerning the retention of my child.
- No, I will not be able to attend the meeting concerning the retention of my child. I will call to reschedule.
- No, I will not be able to attend. I agree with the decision to retain.

Parent's Signature

Phone Number