Reassessment Request Letter

I am requesting that my child participate in the following reassessment:

Title of Assessment Listed in Parent Portal (2nd-5th Grade)

I will bring my child to school on the following date to participate in the reassessment:

Date

( Teachers must have a 24-hour window to receive your request and prepare the reassessment. )

I understand that:

- 2nd-5th Grade: The parent request and participation of eligible students in a reassessment must occur within 7 days of the assessment date posted in the Parent Portal.
- A student may participate in no more than 2 written reassessments, per subject, per nine weeks.
- A student may only reassess assignments that have a score of 73 or lower.
- A reassessment may not be taken for Science Labs, Writing Assessments, Reading Level Assessments, Benchmarks or Project Assessments.
- Reassessments will be offered on Monday and Wednesdays from 8:00am-8:50am so that it does not impact the instructional day.
- The reassessment score will be the average of the initial assessment score and the reassessment score.
- The initially recorded score will remain for students that do not participate in the reassessment.
- There will be a final day for reassessment opportunities for each 9 week period. This allows teachers to export grades in preparation for issuing report cards. Please visit the Simonton Website Calendar to identify these dates.

(Name of student)              (Grade)                   (Teacher)

(Print name of parent or guardian) (Signature of parent or guardian)

Please submit this completed form to your child’s teacher.