Secondary Reteach-Retake Permission Sheet

Directions: *Fill out the Redo sheet accordingly. You have **2 school days** to turn in the completed permission sheet from when the grade is officially posted in the Home Access Center.*

Student Name_____

(First) (Last)

Course Name _____ Class Period_____

Assignment you would like to retake: _____ Grade Posted in HAC on ____/____/___

What is the reason you did not master the material? Please check all that apply:

- ◯ I did not study.
- ◯ I did not study the right materials.
- ◯ I did not read/annotate ALL the assigned readings.
- ◯ I did not take good notes in class.
- ◯ I did not participate fully in class activities.
- ◯ I did not understand the concepts.
- ◯ I did not complete the homework/practice problems.
- ◯ I did not come in for tutoring.
- ◯ I did not understand the directions.
- ◯ Other _____

What will you do to master the material so you are successful on the retake? Please check all that apply:

- ◯ I received a study guide and will complete it. (Must turn in)
- ◯ I will study with a partner/parent:_____.
- ◯ I will read AND annotate ALL the assigned readings.
- ◯ I will retake notes on the provided readings/assignments.
- ◯ I will complete ALL of my Formative Assignments supporting this Summative Assessment.
- ◯ I will go to the suggested websites to learn the material.
- ◯ I will reread the material/redo practice problems.
- ◯ I will study the previous test(s)/quiz(zes).
- ◯ Other _____

Please schedule your tutoring and retake sessions below. Both sessions must be completed within 5 school days of the grade being posted:

I will come in for tutoring on ____/_____/___at _____(pm or am). (May be completed within the school day)

I will come in to retake on ____/_____/____at _____(pm or am). (May be completed within the school day)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email or Phone Number: _____

*****FOR TEACHER USE ONLY*****

Date teacher received Permission Sheet ____/____/____

Student has completed all Formative Assignments supporting this Summative Assessment: ◯ Yes ◯ No

Retake Permission sheet was received on _____/_____/_____. Teacher Initials: _____