

# **Acceleration and Retention Guidelines**

## **Taken from the Education Code**

**(C15-112 through C15-120)**

### **Acceleration Criteria Minimal Requirements:**

- Student must have a composite score at or above the 90<sup>th</sup> percentile on the most recent standardized achievement test.
- Student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
- Written requests for acceleration of the student in elementary education must be submitted to the conference office by April 30; all forms can be found at [ncceducation.org](http://ncceducation.org), “Forms” tab.
- The school must obtain Conference approval for acceleration.

### **Retention Criteria:**

- Retention must be intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years.
- School staff and parents can request retention after careful consideration, evaluating a variety of factors.
- The school must provide the identified factors in written form to the parent/guardian that indicate the need for retention, and parental/guardian involvement and approval for retention needs to be confirmed early in the school year.
- The school must implement the procedure for grade level retention using the form found at [ncceducation.org](http://ncceducation.org), “Forms” tab and submit it to the conference by April 30.
- The school must obtain Conference approval for the retention.

**Please Note:** Acceleration and Retention Forms must be submitted by the school’s principal. Requests received from teachers or parents without administrator’s consent will be returned without action.