



Request for Good Cause Exemption (From Mandatory Grade 3 Retention)

Student Name _____ Alpha ID _____ School _____

Check If Met

- #1 English Language Learners (ELLs)/Limited English Proficient (LEP) students who have had less than two years of instruction in an English for Speakers of Other Languages program. LEP start date: _____

- #2 Student with a disability whose individual education plan (IEP) indicates that participation in the statewide assessment program is not appropriate. (Alternate assessment tool is specified on the IEP.)

- #3 Student who demonstrates an acceptable level of performance on a state approved alternative reading assessment. (45th percentile or higher)

SAT 10 Alternative Assessment Score (Write in Score)

- #4 Student demonstrates through a portfolio that he/she is reading on grade level equal to a Level 2 on the reading FCAT in grade 3. *Do not send portfolio, assessments will be viewed online (see instructions).*

- #5 Student with disabilities who participates in the FCAT and scores a Level 1 and who has an individual education plan (IEP) or Section 504 plan that reflects the student has received intensive remediation for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, grade 1, grade 2, or grade 3. Student was previously retained one year. Grade _____

- #6 Student has received intensive remediation in reading for 2 years and was retained for 2 or more years. (Documentation must specify intensive remediation.) Retained in Grade _____ and Grade _____

Date: _____ School: _____ Teacher Signature: _____

Summer Reading Camp Teacher Signature (for portfolio, if appropriate): _____

Principal Certifies: Yes No Signature: _____

Area Superintendent Certifies: Yes No Signature: _____

Superintendent: Accepts Rejects Signature: _____

White: File in Cum Folder **Yellow:** Principal's Copy – will be provided by Elementary Services
Pink: District Copy – will be provided by Elementary Services

Complete instructions for this form are found on the VCS Elementary Services Website.

Request for Good Cause Exemption

INSTRUCTIONS:

- Step 1. Teacher or principal prints the Request for Good Cause Exemption form located on the VCS Elementary Curriculum Website on white paper.
- Step 2. Teacher or principal completes the Request for Good Cause Exemption form by checking off one Good Cause Exemption for the student.
- Step 3. Principal verifies the documentation of information regarding the Request for Good Cause Exemption.
- Step 4. If the principal approves the Request for Good Cause Exemption, the principal signs and forwards the original copy of the request form to the Elementary Coordinator.
- Step 5. Exemption Specifics:
- Exemption #1: Enter the LEP initiation date.
 - Exemption #2: Attach a copy of page from IEP that states the student will take an alternative assessment.
 - Exemption #3: Enter the Alternative Assessment (SAT 10) score. (Should be 45th %ile or higher)
*This includes out-of-state Grade 3 Spring SAT 10
 - Exemption #4: Do not send the portfolio, assessments will be viewed online. You must keep a copy of the Reading Portfolio Report from Insight in the student's curriculum folder.
 - Exemption #5: Enter grade level of previous retention & send a copy of the IEP or 504 Plan; ***Documentation of 2 years of intensive remediation in reading must be available at the school for review.
 - Exemption #6: Enter grade levels of previous retention. ***Documentation of 2 years of intensive remediation in reading must be available at the school for review.
- ***Documentation Examples:
- PMP/PST Documentation
 - Before/After/During School Tutoring Documentation/Dates Attended
 - Walk to Intervention – Progress Monitoring Data & Log of Attendance
 - Curriculum Based Measures (CBM) for ESE & RtI
 - 3rd Grade Summer Reading Camp (SRC) Student Information Form with completed attendance and benchmark assessment data
- Step 6. District Committee reviews all Request for Good Cause Exemption forms and returns the original request form plus an additional yellow copy for the principal's use. Any attached materials will also be returned to the principal.
- Step 7. The original white copy of the Request for Good Cause Exemption is filed in the student's cumulative folder along with all additional documentation.