




# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
4.2

**SECTION:** INSTRUCTION  
**TITLE:** GRADE PROMOTION OR GRADE RETENTION  
**DATE:** SEPTEMBER 2024  
**SUPERINTENDENT APPROVAL:** 

## 1. PURPOSE

It is not recommended, as a general practice, that a student skip a grade or be retained in a grade. However, Utah law requires that the District reasonably accommodate a parent's request to retain a student in kindergarten through 8th grade on grade level based on the student's academic ability or the student's social, emotional, or physical maturity. Utah Code Ann. § 53G-6-803. Moreover, in some circumstances it may be a student's best interest to be promoted or retained. This directive outlines guiding principles and procedures for promoting and retaining students.

## 2. GUIDING PRINCIPLES

- 2.1. Kindergarten and First Grade. An elementary principal may decide, at the parent's request, whether to retain or promote a student in kindergarten or first grade as long as the student is at least five years old before September 2 of the year in which admission is sought, consistent with UTAH CODE ANN. § 53G-4-402.
- 2.2. Second Grade through Eighth Grade. Students may be promoted or retained within their respective school. However, a student may not be promoted directly from an elementary school to a middle school or from a middle school to a junior high school until the middle/junior high school principal has ample time to assess the academic and social needs of the student.
- 2.3. Ninth Grade through Twelfth Grade. A diploma-seeking student will not be promoted or retained from grade to grade.

## 3. PROCEDURES

- 3.1. A parent or student may request that the student be promoted or retained.
- 3.2. A request to be promoted or retained must be made to a school administrator.
- 3.3. A school administrator who receives a request for promotion or retention will consider information provided by the parent and seek additional information from the student's teacher(s), counselor, and others as applicable. The administrator should consider any prior grade retention or promotion, academic testing showing significantly higher or lower test scores than current placement, age, and the social, physical, and emotional development of the student.
- 3.4. In addition to the considerations in paragraph 6, the administrator should gather the following documentation, if available.
  - 3.4.1. Standardized test scores, or, if not available, the Wide Range Achievement Test (WRAT)
  - 3.4.2. Transcript

- 3.4.3. Behavior records
  - 3.4.4. Attendance records
  - 3.4.5. Student recommendation
  - 3.4.6. Parent recommendation
  - 3.4.7. Teacher recommendation
- 3.5. Once the above information is compiled, the administrator notifies the Coordinator of School Services of the request. The Coordinator of School Services convenes an Educational Review Team (ERT). The student and parent may be asked to present additional information to the (ERT).
- 3.6. The ERT may request additional information, including the following:
- 3.6.1. Recommendation from the administrator
  - 3.6.2. Woodcock-Johnson Achievement Test (WJAT)-optional
  - 3.6.3. Wechsler Intelligent Scale for Children (WISC)-optional
  - 3.6.4. Behavior Assessment System of Children (BASC)-optional
  - 3.6.5. Cognitive Abilities Test (CogAT)
- 3.7. The ERT will consider all information and issue a final written decision. The decision must be promptly delivered to the parent.