



# HPMS Retake Application for Summative Assessments 2017-2018

All assessment retakes must be completed within six school days from when you received your graded assessment.

Student Name: \_\_\_\_\_ Block: \_\_\_\_\_ Today's Date: \_\_\_\_\_

<b>Student Section</b>	<p>What grade did I receive on the assessment? _____</p> <p>Describe the assessment: _____ _____</p> <p>Have I completed all homework and class work assignments related to this assessment? Y N</p> <p>If not, explain why? _____</p> <p>What I will do to prepare for the retake (List 3 specific actions):</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> </ol> <p>My resource block is _____</p>
<b>Teacher Section</b>	<p>Re-teaching has been provided: Y N</p> <p>Date, time, and location of retake: _____</p>
<b>Parent Section</b>	<p>_____</p> <p style="text-align: center;">Parent Signature <span style="float: right;">Date</span></p> <p>Parent(s) - We ask for your help in this retake process. Repeated retakes may indicate the need for further discussion. Please contact your child's teacher to address these concerns.</p>

**PLEASE RETURN THIS FORM TO YOUR TEACHER.**

HPMS Retake Policy

- If a student earns a 69 or below on a summative assessment (not projects), the student **MUST** retake the assessment until they earn a minimum grade of 70. Students in Fine Arts & CTE classes need to work with their teachers if they have questions about large graded projects.  
The teacher will staple the Retake Contract to the original assessment.  
This *teacher-driven* re-teach/retake process must take place within six days of receipt of the graded assessment.
- If a student earns a 70 or higher on a summative assessment, the student **MAY** retake this assessment ONCE.  
The student must obtain a Retake Contract from the teacher and staple it to the original assessment.  
This *student-driven* review/retake process must take place within six days of receipt of the graded assessment.
- Students will receive the higher of the two grades as the final grade for the assessment.