**HPMS Retake Application for Summative Assessments 2019-2020**

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

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>Block: _____</th>
<th>Today’s Date: ______________</th>
</tr>
</thead>
</table>

**Student Section**

What grade did I receive on the assessment? ________

Describe the assessment: ____________________________________________________________

__________________________________________________________________________

Have I completed all homework and class work assignments related to this assessment?  Y  N

If not, explain why? ______________________________________________________________

What I will do to prepare for the retake (List 3 specific actions):

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

My resource block is _________

**Teacher Section**

Re-teaching has been provided:  Y  N

Date, time, and location of retake: ________________________________________________

**Parent Section**

___________________________  ____________________________
Parent Signature                  Date

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.

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**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 70-79 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 up to a maximum of 80%. **PLEASE RETURN THIS FORM TO YOUR TEACHER.**