

**TC Application for a Retake**

Name: \_\_\_\_\_ Period: \_\_\_\_\_ Instructor: \_\_\_\_\_

Assessment: \_\_\_\_\_ Original Assessment Score \_\_\_\_\_ Retake Score \_\_\_\_\_

**The following steps must be completed for the retake.**

1. Complete all Formative Assessments prior to applying for the retake.
2. Come prepared for any mandated tutoring sessions with the teacher.
3. Retake application completed and returned to your teacher within two (2) school days of the Summative Assessment grade being handed back.

**Application Due Date** \_\_\_\_\_

**Specific areas or standards which need focus and proficiency :**

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**Give an honest and detailed reflection on why you did not meet these standards on the original assessment. Were you not prepared? Or, did you have difficulty with the material?**

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Retake Date Options: \_\_\_\_\_

**Thank you for taking responsibility for your learning!**

<b>ACTION PLAN</b>	<b>TIMELINE</b>
<i>This is a specific step-by-step plan of how you will prepare for the retake of the assessment. What will you do differently from the original assessment? Make sure to include who will help you with each step.</i>	<i>This is where you will say WHEN you plan to do each step of your action plan, including when you will retake the assessment.</i>
	<b>Chosen Retake Date:</b> _____

**It is solely the student's responsibility to follow through with his or her action plan and to take the necessary steps to prepare for the retake.**

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature indicates that you have completed all required steps to retake your assessment and that you have discussed this plan with your teacher and parent/guardian.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your signature indicates that your child has discussed his/her plans to improve his/her grade on a specific assessment and shared their action plan with you.*

**Instructor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*My signature indicates that I approve your action plan and that you may continue with the retake process.*