Recovery Policy Guideline Checklist

* All students will have one (1) opportunity each nine weeks to redo/retake one (1) major assignment/assessment.
* Eligibility for a redo/retake is for students who receive a 79 or below on a specific major assignment/assessment.
* Students are eligible to earn a replacement grade on a redo/retake no higher than 79.
* Student redo/retakes must be completed before the next major assignment/assessment is given or five school days before the end of the marking period if there is not another major assignment/assessment given.
* Student may choose to attend a help session with their teacher prior to redo/retake.

Notes:

1. The recovery grade will replace the original test grade, if higher. However, the new grade CANNOT exceed 79%. For example, a student earns a 70% on the original test and a 90% on the recovery. Even though the recovery grade is a 90%, the new test grade will be a 79%.
2. The recovery test must be taken by the deadline determined by the teacher.
3. No minor assignment (quiz) or project recovery is allowed.

**Help Session Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Recovery Test Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COMPLETE ALL SECTIONS BELOW**

**Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_**

**Test Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade on Test: \_\_\_\_\_\_\_**

I understand I must comply with all of the requirements above in order to be eligible for recovery:

* Have my parents read and sign this form acknowledging the need for me to do recovery
* Return this form completed & signed with 5 days of receiving the original test back.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent Signature) Date