

Retake Planning form

Sra. Schulze

Afterschool support is only offered on Thursdays from 2:15 to 3:40 pm. Sorry I cannot stay after that time. Due to the high number of students enrolled in the classes, you must fill in a request for tutoring. Please be aware that the time allotted to you depends on the number of students who sign up for help. You can find the link in the website, in the Tutoring and Retakes section. **Retakes can only be taken on Fridays after school and MAY NOT be taken during my class or another teacher's class.**

Failure to show up at a schedule appointment without contacting me in advance, may result in forfeiting your retake opportunity. Remember that this time is not for you to study. You need to be prepared for your retake. You will be allotted the same time as the original assessment, but I leave at 3:40 PM and it is a hard stop, so make sure that you are on time. Remember that the retake grade is the one that goes into the gradebook, **NOT** the highest grade.

To retake a test, you must follow these steps:

1. Fill out all portions of the Retake Form
2. Have your parent or guardian sign and date the form
3. Bring and schedule your retake at least **2 days prior** to the day you want to take the test, so Sra. Schulze has time to design a new assessment for me. *(Remember that you have a limited number of days in order to do a retake. See Syllabus for policy.)*
4. Complete the retake within the deadline

Retakes may be ongoing until the quarter ends as scheduling allows. Tests given at the end of a quarter may not have the opportunity for a retake due to time constraints. Midterms and Final exams are NOT allowed to be retaken, per CMS policy.

What was the grade on your original assessment? _____

How consistently did you complete these activities BEFORE your FIRST test? *(On a scale of 1 to 5, 1 = never to 5=always)*

___ Completed all practice pages in time to correct in class

___ Asked questions in class

___ Asked Sra. Schulze for help during class

___ Studied/used resources in the website/Spanish notes/handouts

___ Studied with friends/classmates/others outside of class

___ Studied Spanish for 20-30 minutes a night or around 40-45 minutes every other night

___ Read all practice pages for comprehension, not just completion

___ Did extra practice after a low scoring quiz

___ Actively worked with my group in class (offering help, asking questions, etc.)

___ Used a peer tutor or tutor to study outside of class

___ Went to extra help after school either with Sra. Schulze or after school help

Student Signature

Parent Signature