**Documentation Form for a 9-week or Semester Failure**

**Deer Park ISD**

No teacher may fail a student without documentation of accommodations, attempts at intervention and without timely parental dialogue. Additionally, no one assignment, however large,

should jeopardize a student’s course credit.

*This document should be filed with the student’s case manager or counselor by the date determined.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name: |  |  | Grade Level: |  |  | Student IEP/504: | Yes | or | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teacher: |  |  | Class Title: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Class Type: | Required | Elective |  | Grading period (check one): | 1st | 2nd | 3rd |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 3 week | 6 week | Final 9  Week | 3 week | 6 week | Exam | Semester  Final |
| Letter  Grade? |  |  |  |  |  |  |  |
| Was an analysis of these grades done? | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| Did you request for Parental Contact? | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |
| Did the parent contact you? | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No | Yes No |

|  |
| --- |
| Academic Issues/Difficulty (check those that apply): |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Foundation Skills | Homework | Tests | Projects | Classwork | Motivation | Other: |  |

|  |  |
| --- | --- |
| Explain |  |

|  |  |  |
| --- | --- | --- |
| **Interventions Attempted:** |  | Dates |
| Discussion with the student’s case manager/counselor | Yes No |  |
| Student-Teacher conferences | Yes No |  |
| Parent-Teacher face-to-face conference(s) | Yes No |  |
| Parent-Teacher telephone call(s) | Yes No |  |
| Student-Teacher tutoring session(s) | Yes No |  |
| Referral to after school tutoring program | Yes No |  |

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| --- |
| Other Attempts at Differentiation, Interventions, Issues, and/or Accommodations: |
|  |

**Please include pertinent documentation (e.g., copy of the exams and/or tests, attendance record, parent and/or student conference notes, telephone note, accommodation documentation).**

Teacher Signature Date

|  |
| --- |
| **For Case Manager Use Only** **Approved** **Disapproved** **Referral to Administrator** |

|  |  |
| --- | --- |
| Reason |  |

Signature Date