Secondary Reteach-Retake Permission Sheet

Directions: Fill out the Redo sheet accordingly. You have 2 school days to turn in the completed permission sheet from when the grade is officially posted in the Home Access Center.

Student Name ____________________________ (First) ____________________________ (Last)  
Course Name ____________________________ Class Period ____________________________  
Assignment you would like to retake: ____________________________ Grade Posted in HAC on __/__/____

What is the reason you did not master the material? Please check all that apply:

☐ I did not study.
☐ I did not study the right materials.
☐ I did not read/annotate ALL the assigned readings.
☐ I did not take good notes in class.
☐ I did not participate fully in class activities.
☐ I did not understand the concepts.
☐ I did not complete the homework/practice problems.
☐ I did not come in for tutoring.
☐ I did not understand the directions.
☐ Other ____________________________

What will you do to master the material so you are successful on the retake? Please check all that apply:

☐ I received a study guide and will complete it. (Must turn in)
☐ I will study with a partner/parent: ____________________________
☐ I will read AND annotate ALL the assigned readings.
☐ I will retake notes on the provided readings/assignments.
☐ I will complete ALL of my Formative Assignments supporting this Summative Assessment.
☐ I will go to the suggested websites to learn the material.
☐ I will reread the material/redo practice problems.
☐ I will study the previous test(s)/quiz(izes).
☐ Other ____________________________

Please schedule your tutoring and retake sessions below. Both sessions must be completed within 5 school days of the grade being posted:

I will come in for tutoring on _____/_____/____ at _____ (pm or am). (May be completed within the school day)
I will come in to retake on _____/_____/____ at _____ (pm or am). (May be completed within the school day)

Student Signature: ______________________________________ Date: ____________________________

Parent/Guardian Signature: ______________________________________ Date: ____________________________

Parent/Guardian Email or Phone Number: ____________________________

***FOR TEACHER USE ONLY***

Date teacher received Permission Sheet __/__/____
Student has completed all Formative Assignments supporting this Summative Assessment: ☐ Yes ☐ No Retake Permission sheet was received on __/__/______. Teacher Initials: ____________________________