**Retake Admission Ticket**

**C:\Documents and Settings\carbuckle\Local Settings\Temporary Internet Files\Content.IE5\TPFB5U16\MC900348205[1].wmfRetake Admission Ticket Due to Office**

**Retake to be Taken During Focus Seminar on**

**Name Class Period/Teacher   
Assignment I would like to retake is**

**To prepare for my retake I have:**

* **Notes gathered from class reteaching and assignments to show teacher.**
* **Test signed by your parent/ guardian and attached to this sheet.**
* **Correction of test questions missed on the summative assessment and attached.**
* **Parent/Guardian signature on the bottom of this document.**
* **Other:**

**Parent/Guardian Signature Date**

**Policy: Retakes are given for summative assessments only. The highest grade made will be the grade that will count in Grade Speed. Once the assessment is returned to the student, any retake must be taken by the next available “Retake Wednesday”. The schedule is provided on the website. If the graded assessment is given back in the same week as the “Retake Wednesday”, the student may have the option of taking the assessment the next scheduled retake. Before students are allowed to sign up for retakes, they must complete the Retake Admission Ticket. Students will follow the same procedure if they wish to retake a second time. All Retake Admission Tickets are due to the main office on the Monday noted on the retake form by 8:30 a.m. A student who does not show for the retake and is at school on the day assigned will not be allowed the retake. There is a maximum of two retakes for any assessment.**