Appendix E – Promotion Recommendation Form

All information must be completed and all supporting documentation must be included in the student portfolio housed in the cumulative record.

Component 1: Student Summary Sheet – benchmarking and progress monitoring results from mClass Reading 3D

Component 2: Copy of PEP, if applicable

Component 3: A minimum of three examples of mastery for each of the twelve standards must be provided. Student work must be independently produced in the classroom. The signatures of the primary reading teacher, the instructional staff member who verified the student responses, and principal certify the portfolio contents as an accurate assessment of the NCSCoS required reading skills. The primary reading teacher who assigns the reading grade on the report card should sign this form.

School Name: _____ School Number: _____ Date: _____

Student Information:

Name (first name, MI, last name): _____

Student ID Number: _____

Accommodations for Students with Disabilities, Section 504, and English Language Learners:

All required accommodations were provided ☐ Yes ☐ No

_____

Component 1: Student Summary Sheet: Reading 3D ☐Yes ☐No

Component 2: Copy of PEP, if applicable ☐Yes ☐No

Component 3: Documentation to Demonstrate Mastery of the Grade 3 NCSCoS Reading Standards – Verification of 36 proficient passages (three passages for each of twelve standards) is documented on the Student Score Summary Sheet located in the student cumulative folder ☐Yes ☐No

Required Signatures:

Teacher: _____	Principal: _____
(print first and last name)	(print first and last name)
Teacher's Signature: _____	Principal's Signature: _____
Recommend Student for Promotion: ☐Yes ☐No	Recommend Student for Promotion: ☐Yes ☐No
Second Reader Verification _____ (print first and last name) Second Reader Signature: _____ Recommend Student for Promotion: ☐Yes ☐No	

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