If you wish to retake a summative assessment, the following form **must be completed**.

**Step 1:** Fill in the blanks:

Student Name Today’s Date

Teacher’s Name

Assessment Name Grade Recieved

Did you study? Yes,a lot! Yes, a little bit No, not at all

(Please be honest!)

Write a multi-sentence explanation as to why you performed this way (again, be honest):

**Step 2:** Have a parent/guardian sign this sheet so they are aware of your performance and what needs to be done.

Signature: Date

**Step 3:** Action Plan:

Student Signature

Teacher Signature

**Step 4:** Bring this sheet, and COMPLETED Action Plan to your teacher for a one-on-one meeting. If you are having difficulties completing the Action Plan, please see your teacher with questions.

**Final date** for Summative Assessment Retake