Miss Johnston’s Redo/Retake Form

Student Name: _________________________  Class: ______________________________

Teacher: ___________________  Period: _______  Date: __________________________

Your performance on the recent assessment did not show the progress expected of a student who met the standards for this unit of study. You are responsible for learning these standards and you have the opportunity to redo or retake the assessment. This form is your admission to redo or retake the assignment.

☐ Acquire parent signature on original assignment.

☐ Write a letter explaining what went wrong and what you will do to prevent a poor performance in the future. Get letter signed by parent.

☐ Obtain any additional or missed written work (listed below) to demonstrate additional effort to learn the material:

____________________________________________________________

____________________________________________________________

☐ Get the written work reviewed or graded by Miss Johnston.

☐ Attach all work to this form and turn it in to Miss Johnston.

☐ Make an appointment to redo or retake the assignment.

Which Assignment: ________________________________________________

Date for Redo/Retake: _______________________

I understand the purpose of this retake is to improve my knowledge and skills and I agree to take responsibility to prepare myself.

Student Signature: ________________________________________________

Parent Signature: ________________________________________________
Redos and Retakes for Major Assignments

FIRST AND FOREMOST: Redos are permitted at teacher discretion. You and your parents may not take the redo option for granted. If you repeatedly ask for redos, something’s wrong. Perhaps the content is not developmentally appropriate, there are unseen issues outside of school, or there is an attempt to cheat or play the system.

WHO IS ELIGIBLE AND WHEN?

• You may redo anything associated with the most important curriculum standards and less so with work associated with less important standards.
• If you get Cs and Bs, you can redo work just the same as students who earn Ds and Fs. I will not stand in your way if you want to achieve excellence; however, I may require a different steps for corrections on B work.
• After 2 or 3 redo attempts, we will shelve the redos for a few weeks. Either you are not ready to reach the standard, or I am not creative enough at the moment to find a way to help you succeed. We will take a break and pursue this content later.
• For the sake of personal survival, I reserve the right to NOT allow any retakes or redos the last week of the marking period. For eight weeks, I am Ms. Hopeful, but for that one week, I will protect my sanity and personal life.
• If report cards are coming up and there’s no time to redo something to change the grade, I will report the lower grade, and you will be able to learn the material the next marking period. If you demonstrate improved mastery, I will submit a grade change reflecting the new, more accurate grade.

WHEN YOU’VE NOT MASTERED A MAJOR ASSIGNMENT:

1. Your parent(s)/guardian(s) will sign the original, poorly done versions of assignments, so they’re aware that you have required multiple attempts to achieve the standard.
2. You will submit the original attempt with the new one as well a brief letter. The letter’s purpose will be two fold. Firstly, it will compare the old assignment with the new. What is different, and what did you learn as a result of redoing the work? Secondly, the letter will explain the reason for your performance. [Failure to study or read content, confusion, lack of sleep, personal problems, overloaded schedule, etc.] Your parent/guardian will need to sign this, as well.
3. You will submit a plan of relearning and provide evidence of that relearning before work can be redone. This step includes creating a calendar, which lists day-by-day what you will do to prepare.
4. If you do NOT follow through on the relearning steps, you will write a letter of apology to me and to your family for breaking the contract.
5. Upon completion, I shall replace the previous grade or mark with the most recent one; I will not average the two attempts. The A earned on a fifth attempt at mastery is just as legitimate as the A earned by a classmate on the first attempt.

In some cases, you may redo just the portions on which you performed poorly. For example, if you miss only one section on a test, you may redo that section. Some redos can be a 10-minute interview during CCT and/or before or after school. In addition, I can alternative versions of the assessment if I think you will memorize a correct answer pattern or set of grammar answers. I also reserve the right to make the redone versions more demanding.