



MOTHER TERESA

of Calcutta Catholic School * Lutz, FL

Application for a Retake

Student Name: _____ HR: _____

Thank you for taking responsibility for your learning! It is the student's sole responsibility to fill out this form completely and to take the necessary steps to prepare for the retake.

The following steps must be completed in order to be eligible for the retake:

1. Submit **completed and signed** Application for Retake within five (5) days of the original summative grade being posted.
2. Complete all Formative Assessments and/or additional practice required by the teacher prior to applying for the retake.
3. Math Only – Complete the required Math Corrections Worksheet and staple it to the back of this form.

Assessment for which you are requesting a retake:

Subject - _____ Teacher - _____ Chapter/Unit: _____
Original Assessment Score _____ Original Assessment Date _____
Date Assessment Score Posted on Ren Web. _____
Application Due Date _____

Give an honest and detailed reflection on why you did not meet the standards on the original assessment. Were you not prepared? Or, did you have difficulty with the material?

How do you plan to prepare for the retake in order to meet the standards?

Retake Date _____ (Retakes are administered on the next Monday after the Application for Retake has been submitted. If the student fails to attend the agreed upon retake session for any reason other than an absence due to illness, he/she forfeits the right to retake that assessment and will receive the loss of a point/demerit.)

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Teacher Signature _____ Date: _____