



# Documentation for Third Grade Promotion or Retention Under the Reading Sufficiency Act

Student Full Name		Date
School	District	

Under the rules of the Reading Sufficiency Act, this student will be **promoted to fourth grade** under the following circumstances:

- Pathway 1** – Meet RSA criteria on the Oklahoma State Testing Program (OSTP)  
A copy of the student’s scores should be included in the permanent record.  
**This document is not required for students promoted through Pathway 1.**
- Pathway 2** – Meet the end-of-year grade-level target for third grade on one of the screening assessments approved by the Oklahoma State Board of Education and written notification has been provided to the student’s parent/guardian. Documentation of the name of the assessment and the date the target was reached may be included in the permanent record.
- Pathway 3** – Meet the requirements of one of the seven good-cause exemptions  
**Record of written approval from 3<sup>rd</sup> Grade Teacher, Principal, and Superintendent required for all Good-Cause Exemptions.**
  - Good-Cause Exemption 1** – Student is an English learner who has had less than two years of instruction in English and is identified as Limited English Proficient/English learner on an approved screening tool. Student has an English Language Academic Plan (ELAP) in place.
  - Good-Cause Exemption 2** – Student has an Individualized Education Plan (IEP) which indicates the student is to be assessed with the Oklahoma Alternate Assessment Program (OAAP).
  - Good-Cause Exemption 3** – Student has demonstrated an acceptable level of performance (45<sup>th</sup> percentile or higher) on of the approved alternative standardized reading test (i.e, Iowa Test of Basic Skills, Stanford Achievement Test, Tenth Edition (SAT-10) or TerraNova) and documentation of test results are included in the permanent record.
  - Good-Cause Exemption 4** – Student has demonstrated reading sufficiency through a teacher-developed portfolio. Completed [portfolio checklist](#) is included in the student’s permanent record.

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**Pathway 3** – Meet the requirements of one of the seven good-cause exemptions (continued)

- Good-Cause Exemption 5** – Student participated in the OSTP, has an Individualized Education Plan (IEP) that reflects intensive remediation in reading, and has made adequate progress toward IEP goals.
  - Good-Cause Exemption 6** – Student has received intensive remediation in reading for two or more years and has been previously retained for academic reasons.
  - Good-Cause Exemption 7** – Student is facing an exceptional emergency circumstance and exemption from testing has been approved by the Office of Assessment. Documentation is included in student’s permanent record.
- Pathway 4** – Unanimous decision by the Student Reading Proficiency Team (SRPT) to promote with probation. Documentation in student’s permanent record includes date of meeting, members of SRPT including the student’s third-grade teacher, fourth-grade teacher, parent/guardian, and reading specialist (if available).  
**Record agreement or disagreement from each member of the SRPT (third-grade teacher, fourth-grade teacher, parent/guardian, reading specialist if available) and document approval of principal and superintendent.**
- Under the rules of the Reading Sufficiency Act, the SRPT has determined this student will be **retained in third grade**, either through unanimous decision to retain or by not reaching a unanimous decision to promote. Written notification of decision to retain has been sent to the parent or guardian of the student.

## Assurance of approval:

By signing this document, I verify that the appropriate individuals have provided approval for the decision indicated on this document, and that all documentation required for the decision will be placed in the student’s permanent record.

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Signature

Date

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Printed Name

Title/Position