

Dear Superintendent Throne:

I have received a letter from the state of Michigan informing me that my child will be retained in the third grade for the upcoming school year. I am formally requesting that you consider the following Good Cause Exemption qualifications on behalf of my child, _____. My child attends _____ Elementary School.

Please check the reason for your Good Cause Exemption.

- I am a parent or guardian and request a good cause exception for the best interest of my child.
- My child has an IEP.
- My child has a 504 plan.
- My child is limited English Proficient.
- My child received intensive reading intervention for two or more years but still demonstrates a reading deficiency and was previously retained in Kindergarten, First Grade, Second Grade, or Third Grade.
- My child has been enrolled in the district for less than two years and there is evidence that my child was not provided with an appropriate Individual Reading Improvement Plan (iRIP).
- My child has demonstrated proficiency in math on the state assessment has demonstrated proficiency in science and social studies as shown through a pupil portfolio as determined by the teacher who provided the Grade Three instruction to my child.

Thank you for your commitment to my child's education. If any additional documents are required, please contact me at _____ or _____.

Sincerely,
