



...to build a community of learners

Travis Unified School District

2751 DeRonde Drive, Fairfield, CA 94533-9710
(707) 437-4604 Fax (707) 437-3378

Jacki L. Cottingim, PhD
Superintendent

August, 2002

Dear Parent(s)/Guardian(s):

Legislation requires that all public school districts in California adopt a policy on promotion and retention of students. Travis Unified School District developed and adopted a policy that we believe supports students, reflects our district's high academic content standards, and satisfies the law. The Governing Board adopted the policy in May 2000.

Beginning in the 2000-01 school year, your students are required to show mastery of grade level academic content standards in English language arts and math in order to be promoted to the next grade. Some exceptions may be made for students on an Individual Education Plan (IEP), or for students who are English Language Learners (ELL).

Students may need additional support if they are at risk of being retained, or not meeting minimum proficiency in the standards. Each school has an Intensive Supplementary Program and Intersession Program to support identified students who need additional support. If your child is not achieving at grade level, your student's teacher or principal will contact you to explain the Intensive Supplementary Programs available.

We appreciate your support in making sure your child develops good study habits, completes homework, and reads every day. Students who are well prepared for school, who show their best effort, and who maintain good attendance have a greater chance of experiencing a successful school career.

A copy of the Promotion/Acceleration/Retention policy is printed on the back of this letter. The administrative regulations that govern the implementation of the policy are available upon request. If you have questions about Travis Unified School District's Promotion/Acceleration/ Retention Policy, or about how you can help your child at home, please contact your child's teacher or the school principal.

Sincerely,

Kathleen Bond
Assistant Superintendent