



**Office of the Superintendent**  
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*M. Magdalena Carrillo Mejia, Ph.D.*  
*Superintendent*

October 3, 2007

Dear Parents/Guardians,

In compliance with state law, the Sacramento City Unified School District implemented a Promotion/Retention Policy. During the first two months of school your child's teacher and principal will be identifying students in grades 1-6 who are below grade level in reading and/or math. During the parent teacher conference you will receive a letter from your child's school if your child is below grade level. The letter will tell you that your child will be receiving additional instructional support. During your child's parent/teacher conference, the plan to provide additional support for your child will be explained to you. The teacher may also provide you with ways that you can support your child at home.

Your school is committed to keeping you informed throughout the school year about your child's progress. I hope that you will also stay in contact with the school, to monitor your child's progress. Please attend all parent/teacher conferences. Please also read any notes from your child's teacher and contact the teacher if you have questions about your child's progress.

Toward the end of the school year if the school feels your child can benefit from retention in the same grade level, your child's teacher will discuss this at the spring parent/teacher conference. The decision to retain is reached only after all other ways of helping your child have been used and only when the retention decision is in the best interest of your child.

If you have questions about the Promotion/Retention Policy, please contact your child's school. A copy of the district policy will be also be available on the district website at [www.scusd.edu](http://www.scusd.edu).

Sincerely,

M. Magdalena Carrillo Mejia, Ph.D  
Superintendent