Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MS. POE’S RETAKE FORM

Directions: You will complete each step below **BEFORE** you come in to retake your assessment. Each step must be fully, and correctly completed before approval to retake is given.

1. Please sign the retake sign-up sheet located on our back table.
2. After signing up, you will have a conference with Ms. Poe at lunch to decide on your test corrections and time table of when you will complete them.
3. Next, you **MUST** have your parent sign your corrections sheet acknowledging that they witnessed your work.
4. Finally, you will have another conference with Ms. Poe to review your corrections and she will sign off on the date you will retake this assessment.

\*\*DON’T FORGET! YOU **MUST** SIGN UP WITHIN **3** **DAYS** OF RECEIVING YOUR ASSESSMENT

\*\*DON’T FORGET! YOU **MUST** COMPLETE THIS WORK WITHIN **10 DAYS** OF RECEIVING YOUR ASSESSMENT

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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