

**DRAFT SAMPLE Failing Student Checklist**  
**YEAR**

**Teacher Checklist for Failing Students**

- ☐ I have notified and worked with a counselor to develop a written **individual assistance plan** for the student. Assistance plan should include list of interventions based on the reason(s) for failing.
- ☐ I have documented **parent communication** (not notification, but communication-not “try harder” but specific strategies and support options discussed based on the student’s assistance plan).
- ☐ I have included comments on report cards and required a parent signed report card or grade report returned.

**Documentation to Include in Final Student File for Administration**

- ☐ Copy of students’ individual assistance plan
- ☐ Copy of grade book
- ☐ Copy of signed progress reports and report cards
- ☐ Copy of documented parent communication (include copy of Parent Conference Form if parent conference held).