

AMDM - RECOVERY FORM



AMDM URL Recovery Policy Guidelines

If the student's summative assessment grade is **below 79%**; he/she is eligible to take a recovery according to the following guidelines:

1) **The following requirements must be met before attempting to recover:**

- **The student MUST** initiate the process for the recovery within **ONE WEEK** of receiving the score of the assessment.
- **The student** must take the recovery quiz/test within **TWO WEEKS** of receiving the original grade or the grade being posted on Infinite Campus Portal.
- **The student MUST** complete all missed work before taking the recovery quiz/test, including the quiz/test review.
- The student **MUST** attend the prescribed help sessions, **agreed upon by the teacher and the student**, prior to taking the recovery test.
- This form, quiz/test review **MUST** be submitted **prior to** taking the recovery quiz/test.
- Students and parents' signature of the recovery agreement can be sent via email.

NOTE: No formative assessment recovery is allowed.

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Help Session Date: _____ Recovery Quiz/Test Date: _____ Recovery Deadline: _____

COMPLETE ALL SECTIONS BELOW

Last Name: _____

First: _____

Date: _____

Period: _____

Quiz/Test Topic: _____






Grade on Quiz/Test: _____

For Teacher Use Only

- ☐ TR
- ☐ TC
- ☐ HS
- ☐ MW

New Grade: _____

I understand I must comply with the following requirements in order to be **eligible** for recovery:

-  Complete all assignments including the test review prior to taking the recovery assessment.
-  Attach the original test and corrections with explanations to this form.
-  Attend help sessions with my teacher at these times: _____
-  Have my parents read and sign this form acknowledging the need for me to do recovery.
-  Return this form completed and signed with five days of receiving the original test grade.

I, _____, will return all make up assignments, test corrections and the test review and attend prescribed help sessions in order to take a recovery test.

(Student Signature)

Date

(Parent Signature)

Date