

**FORMAL REQUEST TO REPEAT A GRADE
FOR 2023-2024 SCHOOL YEAR**

FOR PREKINDERGARTEN–3rd GRADE ONLY

PARENTS: By submitting this form to your child’s school, you officially request that the school retain your child at the previous grade level. This is a decision you as a parent have the right to make for the 2023-2024 school year. You must submit this form to your child’s school either in person or via the email address the school provides for this specific purpose. If you send via email, ensure you receive confirmation that this form was received.

Student Name: _____

Student ID: _____ Student DOB: _____

School District Name: **Houston Independent School District** _____

Date: _____

Grade Student Completed in 2022-2023 School Year: _____

Dear Administrator,

This letter serves as a formal request for my child, listed above, to repeat grade
(insert grade you are seeking for your child to repeat).

Thank you,

Signed,

Parent Signature: _____

Parent Printed Name: _____

Parent Home Phone Number: _____

Parent Cell Phone Number: _____

Parent Email: _____