



MOTHER TERESA

OF CALCUTTA CATHOLIC SCHOOL

MTC Middle School Application for a Retake

Student Name: _____ HR: _____

*Middle School students are responsible for initiating the retake process.

To be eligible for a retake:

1. All notes, assignments, and formative assessments must have been completed prior to the original summative assessment.
2. Test corrections must be completed and submitted with this form within 2 school days of the grade being posted. Students must submit paper copies of all forms. No electronic copies will be allowed.

Assessment for which you are requesting a retake:

Subject: _____ Teacher: _____

Summative Assessment: _____ Original Assessment Score: _____

Date Score Posted: _____ Application Due Date: _____

I have taken _____ (0-2) retakes already this trimester.

Retake Date: _____ (Retakes are administered on the next Tuesday after the Application for Retake has been submitted. If the student fails to attend the agreed upon retake session for any reason other than an absence due to illness, he/she forfeits the right to retake that assessment and it will count as a retake against their trimester total allotment.)

Retake Time (Please check one): morning (athletes only) ☐ afternoon ☐

*Students participating in MTC school sports or after school clubs are required to complete retakes in the morning.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

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our mission is to develop young people who strive for academic excellence, recognize the dignity of each individual and foster service to others.