



MOTHER TERESA

of Calcutta Catholic School * Lutz, FL

MTC 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 5 school days of the grade being posted.

Assessment for which you are requesting a retake:

Subject: _____ Teacher: _____

Chapter/Unit: _____

Original Assessment Score: _____ Original Assessment Date: _____

Date Score Posted: _____ Application Due Date: _____

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 will receive the loss of a point/demerit.)

Retake Time (Please check one): morning afternoon

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

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____