

Retake Request Form  
Henry Ford Early College

Name of student requesting retake \_\_\_\_\_

Teacher \_\_\_\_\_

Subject/Class \_\_\_\_\_ Hour \_\_\_\_\_

What chapter, unit, or topic are you requesting a retake for? \_\_\_\_\_

\_\_\_\_\_

Original assessment date \_\_\_\_\_ Original assessment score \_\_\_\_\_

Reason(s) for requesting a retake \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will you do to demonstrate that you have mastered the content for the retake? Check all boxes that apply.

- ☐ Do/Redo homework and classwork assignments
- ☐ Do/Redo other assignments (as determined by the teacher)

List them:

- ☐ Get tutoring
- ☐ Test/Quiz Corrections
- ☐ Use different study strategies (identify them):
- ☐ Other (identify them):

Retest is scheduled for:

- \_\_\_\_\_
- Teacher's classroom

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I have read the above of this form:

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

For the Teacher Only: Retake Request (circle one):    Approved       Rejected

Reason(s):

\_\_\_\_\_