

Retention/Promotion Process

12/04/2025 3:52 pm EST

Students are retained or promoted at the end of each school year. In NCSIS, the future enrollment information is used to determine the status of a student's next year enrollment. Students will need a next calendar, next schedule structure, and next grade in the future enrollment fields for processing. The student's next grade will determine whether the student will be assigned a promotion or retention local end status when the calendar is rolled forward for the new year.

Promotion Local End Status	Retention Local End Status
PR: Promoted	RACD: Retention-Local Stds-Acad
PRN: Promoted New School	RADM: Retention-Admin decision
	RATN: Retention-Local Stds-Atten
	RSTA: Retention-State Standards
	RT: Retained



Use the RtA Program (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/read-to-achieve-program>) **for reading retained designation.**

Below are steps on how to update retention or promotion information based on different situations.

**Retained EOY Promoted Summer School | Incorrectly Retained EOY |
Incorrectly Promoted EOY**

Retained at End of Year and Promoted After Summer School

If a student was retained at the end of the previous year and attends summer school resulting in a promotion to a new grade level, follow the steps below:

Navigation: Select Student > Student Information > General > Transcripts

- Add any grades earned during summer school by following the [Adding Transcript Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades>) article.

Navigation: Select Student > Student Information > General > Enrollments

- Click on the **current** year enrollment record.

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
		Start Status: E1 Init enroll - this year Retained		
		End Status:		
11	P	23-24 Harrison High	01/01/2024	
		Start Status: E1 Init enroll - this year		
		End Status: RACD Retention, Local Standards Academic Retained		

- Update the **Start Date** to 7/1/XXXX.
- Check the **No Show** checkbox.



The student's current schedule will be unloaded as part of this process.

- Add an **End Date** of 7/1/XXXX
- Select a Local End Status of **PR: Promoted** or **PRN: Promoted New School** as appropriate.
- Add an End Comment of **Promoted Summer School**.
- Click **Save** to update the enrollment record.

The screenshot shows the 'General Enrollment Information' form with several fields highlighted by red boxes:

- Start Date:** 07/01/2024
- No Show:** checked
- End Date:** 07/01/2024
- Grade:** 09
- Service Type:** P: Primary
- Local End Status:** PR: Promoted
- End Comments:** Promoted Summer School

The retention enrollment record for the current year should now show as a No Show in the enrollments list.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
09	P	24-25 Harrison High(No Show)	07/01/2024	07/01/2024
		Start Status: E1 Init enroll - this year Retained End Status: PR Promoted Promoted Summer School		

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
09	P	23-24 Harrison High	01/01/2024	
		Start Status: CM1 Init enroll - this year End Status:		

- Click on **New** to add a new enrollment.
- Verify the **calendar** and **schedule** are correct in the enrollment record.
- Select the new **grade**.
- Enter the **start date**. (For summer processing, the date should be the first day of school.)
- Select **E1: Init enroll- this year** from the local start status dropdown.
- Enter **Promoted Summer School** in the Start Comments box.
- Select the appropriate **Admission Status** from the dropdown.
- Enter the **Resident District, Resident School, Serving District, and Serving School**.
- Click **Save** to complete the new enrollment record.

Save New Enrollment History Documents

General Enrollment Information

Enrollment ID	Calendar	Schedule	Grade	Class Rank Exclude	External LMS Exclude
24-25 Harrison High	Main	12	<input type="checkbox"/>	<input type="checkbox"/>	
Start Date	No Show	End Date	End Action	Service Type	
7/1/2024	<input type="checkbox"/>		<input type="checkbox"/>	P: Primary	
Local Start Status	E1: Init enroll - this year				
State Start Status	E1: Init enroll - this year				
Start Comments	Promoted Summer School				
CRDC School of Accountability	Select a Value				

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar	Next Schedule Structure	Next Grade

State Reporting Fields

State Exclude

Admission Status	Year-Round Transfer Days Override		
MST1: Member - Standard Day Program	0		
Resident District	Resident School	Serving District	Serving School
100 Brunswick County Sch	190 Harrison High	100 Brunswick County Sch	190 Harrison High

The promoted enrollment record for the current year will be listed in the enrollments list.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
10	P	24-25 Harrison High	08/22/2024	
		Start Status: E1 Init enroll - this year Promoted Summer School		
09	P	24-25 Harrison High(No Show)	07/01/2024	07/01/2024
		Start Status: E1 Init enroll - this year Retained End Status: PR Promoted Promoted Summer School		
09	P	23-24 Harrison High	01/01/2024	
		Start Status: E1 Init enroll - this year Promotion End Status:		

After the enrollment has been updated, navigate to the student's schedule to restore or update the section enrollments.

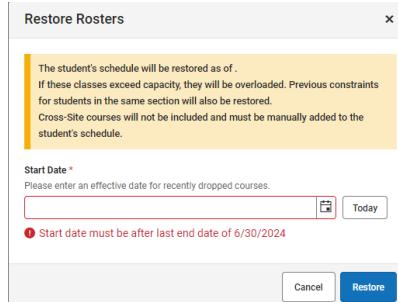
Navigation: Student Information > General > Schedule > Walk-in Scheduler

- Select the triangle next to Load and choose **Restore**.

	1 (7/1/2024 - 9/27/2024)	2 (9/30/2024 - 12/20/2024)	3 (12/23/2024 - 3/21/2025)	4 (3/24/2025 - 6/30/2025)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	6585-1 Concert Band IIA Williamson, Sherwood Drop: 6/30/2024 End date is not within section start and end dates.	6585-1 Concert Band IIA Williamson, Sherwood Drop: 6/30/2024 End date is not within section start and end dates.	6590-1 Concert Band IIB Williamson, Sherwood Drop: 6/30/2024 End date is not within section start and end dates.	6590-1 Concert Band IIB Williamson, Sherwood Drop: 6/30/2024 End date is not within section start and end dates.
2	8774-2 Computer Repair Nolan, Destiny Drop: 6/30/2024 End date is not within section start and end dates.	8774-2 Computer Repair Nolan, Destiny Drop: 6/30/2024 End date is not within section start and end dates.	8773-3 Cloud Computing Blackmore, Dolan Drop: 6/30/2024 End date is not within section start and end dates.	8773-3 Cloud Computing Blackmore, Dolan Drop: 6/30/2024 End date is not within section start and end dates.
3	3400-8 English 12 Lifelteam, Zelos Drop: 6/30/2024 End date is not within section start and end dates.	3400-8 English 12 Lifelteam, Zelos Drop: 6/30/2024 End date is not within section start and end dates.	3400-8 English 12 Lifelteam, Zelos Drop: 6/30/2024 End date is not within section start and end dates.	3400-8 English 12 Lifelteam, Zelos Drop: 6/30/2024 End date is not within section start and end dates.
4	8400-1 Web Design I Secker, Diego Drop: 6/30/2024	8400-1 Web Design I Secker, Diego Drop: 6/30/2024	8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024	8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024

Load  Lock All  Documents Notes Print

- The **Start Date** should match the first day of the student's enrollment, unless the student is starting on the first day of the course. In that case, the **Start Date** should be left blank.
- Click **Restore** to add the student's previous schedule.



- The student's previous schedule will be updated. Review the schedule and make adjustments as needed.

	1 (7/1/2024 - 9/27/2024)	2 (9/30/2024 - 12/20/2024)	3 (12/23/2024 - 3/21/2025)	4 (3/24/2025 - 6/30/2025)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	6585-1 Concert Band IIA Williamson, Sherwood	6585-1 Concert Band IIA Williamson, Sherwood	6590-1 Concert Band IIB Williamson, Sherwood	6590-1 Concert Band IIB Williamson, Sherwood
2	8774-2 Computer Repair Nolan, Destiny	8774-2 Computer Repair Nolan, Destiny	8773-3 Cloud Computing Blackmore, Dolan	8773-3 Cloud Computing Blackmore, Dolan
3	3400-8 English 12 Lifelteam, Zelos	3400-8 English 12 Lifelteam, Zelos	3400-8 English 12 Lifelteam, Zelos	3400-8 English 12 Lifelteam, Zelos
4	8400-1 Web Design I Secker, Diego	8400-1 Web Design I Secker, Diego	8772-2 Software Configuration Nolan, Destiny	8772-2 Software Configuration Nolan, Destiny

For information on how to process a student who will graduate, refer to the [Summer Graduates](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduates) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduates>) article.

Incorrectly Retained at End of Year

If a student was incorrectly retained at the end of a school year, follow the steps below to correct the enrollments.

Navigation: Select Student > Student Information > General > Enrollments

- Click on the **previous** school year enrollment.

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained				
End Status:				
11	P	23-24 Harrison High	01/01/2024	
Start Status: E1 Init enroll - this year				
End Status: RACD Retention, Local Standards Academic Retention				

- Change the local end status to **PR: Promoted** or **PRN: Promoted New School** as appropriate.
- Change the end comment to **Promoted Same School** or **Promoted New School** as appropriate.
- Click **Save** to update the enrollment record.

General Enrollment Information

Save		Delete	New	Print Enrollment History	New Enrollment History	Documents
Enrollment ID 87464						
Calendar	23-24 Harrison High	Schedule (read only)	Main	Grade	11	Class Rank Exclude
*Start Date	01/01/2024	No Show	<input type="checkbox"/>	End Date	<input type="checkbox"/>	External LMS Exclude
*Local Start Status	E1: Init enroll - this year	End Action	<input type="checkbox"/>	*Service Type	P: Primary	<input type="checkbox"/>
Local End Status						
PR: Promoted						
State Start Status						
E1: Init enroll - this year						
State End Status						
PR: Promoted						
Start Comments						
Promoted Same School						

The enrollment from the previous year will now show as Promoted in the enrollments list.

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained				
End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year				
End Status: PR Promoted Promoted Same School				

- Click on the **current** year enrollment record.

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained				
End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year				
End Status: PR Promoted Promoted Same School				

- Select the correct **grade** from the dropdown list.
- Change the Start Comments to **Promoted Same School** or **Promoted New School** as appropriate.
- Click **Save** to update the changes to the enrollment.

Save Delete New Print Enrollment History New Enrollment History Documents

General Enrollment Information

Enrollment ID 91861

Calendar 24-25 Harrison High	Schedule (read only) Main	Grade 12	Class Rank Exclude	External LMS Exclude
Start Date 07/01/2024	No Show	End Date	End Action	Service Type P: Primary
Local Start Status E1: Init enroll - this year		Local End Status Select a Value		
State Start Status E1: Init enroll - this year		State End Status		
Start Comments Promoted Same School		End Comments		

The student's previous and current year enrollment records should now be correct in the enrollments list. Follow up with reviewing the student's schedule as necessary.

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
		Start Status: E1 Init enroll - this year Promoted Same School End Status:		

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	23-24 Harrison High	01/01/2024	06/30/2024
		Start Status: E1 Init enroll - this year End Status: PR Promoted Promoted Same School		

Incorrectly Promoted at End of Year

If a student was incorrectly promoted at the end of a school year, follow the steps below to correct the enrollments.

Navigation: Select Student > Student Information > General > Enrollments

- Click on the **previous** year enrollment record.

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
		Start Status: E1 Init enroll - this year Promoted Same School End Status:		

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	23-24 Harrison High	01/01/2024	06/30/2024
		Start Status: E1 Init enroll - this year End Status: PR Promoted Promoted Same School		

- Change the Local End Status to the appropriate **Retention** status code. See the [list](#) above.
- Change the End Comments to **Retained**.
- Click **Save** to update the changes to the enrollment.

General Enrollment Information

Enrollment ID 87464

Calendar: 23-24 Harrison High

Schedule (read only): Main

*Grade: 11

Class Rank Exclude:

External LMS Exclude:

*Start Date: 01/01/2024

No Show:

End Date: 06/30/2024

*Local Start Status: E1: Init enroll - this year

State Start Status: E1: Init enroll - this year

Start Comments:
[Redacted]

*Service Type: P Primary

Local End Status: RACD: Retention, Local Standards Academic

State End Status: RACD: Retention-Local Stds-Acad

End Comments: Retained

The enrollment from the previous year will now show as Retained in the enrollments list.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
11	P	23-24 Harrison High	01/01/2024	06/30/2024

- Click on the **current** year enrollment record.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
11	P	23-24 Harrison High	01/01/2024	06/30/2024

- Select the correct **grade** from the dropdown list.
- Change the Start Comments to **Retained**.
- Click **Save** to update the changes to the enrollment.

General Enrollment Information

Enrollment ID 91861

Calendar: 24-25 Harrison High

Schedule (read only): Main

*Grade: 11

Class Rank Exclude:

External LMS Exclude:

*Start Date: 07/01/2024

No Show:

End Date:

*Local Start Status: E1: Init enroll - this year

State Start Status: E1: Init enroll - this year

Start Comments: Retained

*Service Type: P Primary

Local End Status: Select a Value

State End Status:

End Comments:
[Redacted]

The student's previous and current year enrollment records should now be correct in the enrollments list. Follow up with reviewing the student's schedule as necessary.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
11	P	23-24 Harrison High	01/01/2024	



If the student was promoted from one school to another incorrectly, the student should be processed as a **No Show** for the current school. (NC No Show Process (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-no-show-process>)) The previous school should follow the enrollment steps to enroll the student. (Enrolling a Student Within District (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enroll-within-district>)) All previous enrollment information will remain unchanged.