

Retentions/Promotions End of Summer

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Students who are retained at the end of the school year have an end status, end date, and " **R: Retain**" end action added when ending enrollments.

PSUs may choose to use a summer school calendar to track student enrollment. See the [End Summer School Student Enrollment](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-summer-school-student-enrollment) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-summer-school-student-enrollment>) for how to process students' enrollments for a summer school calendar. A full summer school calendar is not required to be used by a [PSU](#).

All students who receive instructional services during the summer or earn summer grades are required to have a Summer Education Program (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-education-program>) assigned. The program assignment is required whether summer school is recorded in a dedicated summer school calendar or not.

The student's end action at the end of the school year, the student's summer education program exit status, and the student's future year enrollment are used to determine the student's Retention/Promotion Status for state reporting.



Use the Read to Achieve Program (RtA) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/read-to-achieve-program-rta>) for Reading Retained (RRET) designation.

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

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:

Add Transcript Records (If applicable)

Navigation: Menu > 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.

Add Summer Education Program (Required)

Navigation: Menu > Select Student > Student Information > State Programs > Summer Education

- Add a [Summer Education Program](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program) and use the **SPR: Summer School Promoted** Program Exit Status.

Update Enrollments

Navigation: Menu > Select Student > Student Information > General > Enrollments

- Select the future school year enrollment and update the **Grade Level** to the promoted grade level.
- Adding a Start Comment is optional.
- Click **Save** to update the future school year enrollment.

If the student will be attending a different school, update the future enrollment to reflect the promotion from summer school, then follow the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) to end the student's future enrollment.

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.

Retained at End of Year and Remain Retained After Summer School

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

Add Transcript Records (If applicable)

Navigation: Menu > 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.

Add Summer Education Program (Required)

Navigation: Menu > Select Student > Student Information > State Programs > Summer Education

- Add a [Summer Education Program](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-edcuation-program) and use the **SRN: Summer School Retained** Program Exit Status.

If the student will be attending a different school, follow the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) to end the student's future enrollment.

Promoted at End of Year and Remain Promoted After Summer School

If a student was promoted at the end of the previous year, attends summer school, and remains promoted, follow the steps below:

Add Transcript Records (If applicable)

Navigation: Menu > 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.

Add Summer Education Program (Required)

Navigation: Menu > Select Student > Student Information > State Programs > Summer Education

- Add a [Summer Education Program](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-education-program) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program-summer-education-program>) and use the **SPR: Summer School Promoted** Program Exit Status.

If the student will be attending a different school, follow the [Summer No Show Process](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-summer>) to end the student's future enrollment.

If a student is promoted to a new grade level, the student's future enrollment should be updated.

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