Retention/Promotion

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Retention/Promotion Process

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 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:

- Add any grades earned during summer school by following the Adding Transcript Grades article.

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

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

- 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**.

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- Click **Save** to complete the new enrollment record.

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

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**.

- 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.

For information on how to process a student who will graduate, refer to the 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.

- 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.

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

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

- 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.

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.

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.

- 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.

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

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

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

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.

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) The previous school should follow the enrollment steps to enroll the student. (Enrolling a Student Within District) All previous enrollment information will remain unchanged.