

Retention/Promotion

01/26/2025 4:00 pm EST

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:

Navigation: Select Student > Student Information > General > Transcripts

- Add any grades earned during summer school by following the [Adding Transcript Grades](#) article.

Navigation: Select Student > Student Information > General > Enrollments

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

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

Buttons: Save, Delete, New, Print Enrollment History, New Enrollment History, Documents

General Enrollment Information

Enrollment ID 91424

Calendar: 24-25 Harrison High

Schedule (read only): Main

*Grade: 09

Class Rank Exclude:

External LMS Exclude:

*Start Date: 07/01/2024

No Show:

End Date: 07/01/2024

End Action: [dropdown]

*Service Type: P Primary

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

Local End Status: PR: Promoted

State Start Status: E1: Init enroll - this year

State End Status: PR: Promoted

Start Comments: Retained

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				
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.

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				
End Status:				
09	P	24-25 Harrison High(No Show)	07/01/2024	07/01/2024
Start Status: E1 Init enroll - this year ReAdmited				
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	No Scheduled Course	6585-1 Concert Band IIA Williamson, Sherwood ● End date is not within section start and end dates. Drop: 6/30/2024	6590-1 Concert Band IIB Williamson, Sherwood ● End date is not within section start and end dates. Drop: 6/30/2024	6590-1 Concert Band IIB Williamson, Sherwood ● End date is not within section start and end dates. Drop: 6/30/2024
2	No Scheduled Course	8774-2 Computer Repair Nolan, Destiny ● End date is not within section start and end dates. Drop: 6/30/2024	8773-3 Cloud Computing Blackmore, Dylan ● End date is not within section start and end dates. Drop: 6/30/2024	8773-3 Cloud Computing Blackmore, Dylan ● End date is not within section start and end dates. Drop: 6/30/2024
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	8430-1 Web Design I Secker, Diego ● End date is not within section start and end dates. Drop: 6/30/2024	8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024	8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024

- 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.

Restore Rosters x

The student's schedule will be restored as of .
 If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.
 Cross-Site courses will not be included and must be manually added to the student's schedule.

Start Date *
 Please enter an effective date for recently dropped courses.

📅
Today

● Start date must be after last end date of 6/30/2024

Cancel
Restore

- 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 Lifeflearn, Zelos	3400-8 English 12 Lifeflearn, Zelos	3400-8 English 12 Lifeflearn, Zelos	3400-8 English 12 Lifeflearn, 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](#) 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.

[Save](#) [Delete](#) [New](#) [Print Enrollment History](#) [New Enrollment History](#) [Documents](#)

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:

End Action:

*Service Type: P. Primary

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

*Local End Status: PR: Promoted

State Start Status: E1: Init enroll - this year

State End Status: PR: Promoted

Start Comments:

End 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:				
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		
<i>Start Status: E1 Init enroll - this year Promoted Same School</i>					
<i>End Status:</i>					
11	P	23-24 Harrison High	01/01/2024	06/30/2024	
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status: PR Promoted Promoted Same School</i>					

- 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.

Save
Delete
New
Print Enrollment History
New Enrollment History
Documents

General Enrollment Information

Enrollment ID 87464

Calendar: 23-24 Harrison High

***Start Date:** 01/01/2024

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

State Start Status: E1: Init enroll - this year

Start Comments:

Schedule (read only): Main

End Date: 06/30/2024

***Grade:** 11

End Action:

***Local End Status:** RACD: Retention, Local Standards Academic

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

End Comments: Retained

Class Rank Exclude:

***Service Type:** P: Primary

External LMS Exclude:

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	
<i>Start Status: E1 Init enroll - this year Promoted Same School</i>				
<i>End Status:</i>				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: RACD Retention, Local Standards Academic Retained</i>				

- 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	
<i>Start Status: E1 Init enroll - this year Promoted Same School</i>				
<i>End Status:</i>				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: RACD Retention, Local Standards Academic Retained</i>				

- Select the correct **grade** from the dropdown list.
- Change the Start Comments to **Retained**.
- 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
 11

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
 Retained

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.

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				



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.