

Retentions/Promotions End of Summer

11/12/2026 3:55 pm EST

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) 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-edcuation-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.

End of Year Status	End of Summer Status	Enrollment Action
Retained	Promoted	Update future enrollment to promoted grade level.
Retained	Remain Retained	No enrollment changes required.
Retained	Admin Promotion	No show enrollment and create new enrollment
Promoted	Remain Promoted	No enrollment changes required.

End of Year Status	End of Summer Status	Enrollment Action
Promoted	Admin Retention	No show enrollment and create new enrollment.
Promoted	Parent Retention	No show enrollment and create new enrollment.

Below are steps on how to process retention or promotion information based on different situations prior to the beginning of the school year.

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) 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) and use the **SPR: Summer School Promoted** Program Exit Status.

Update Enrollment

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) 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) 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) 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) 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) to end the student's future enrollment.

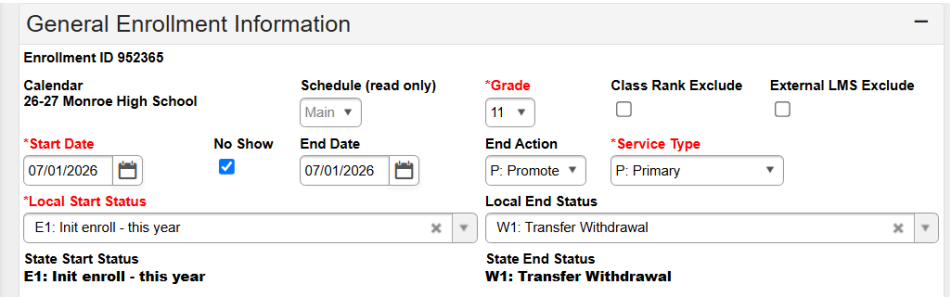
Retained at End of Year and Administratively Promoted Before School Starts

If a student was retained at the end of the previous year, and administration determines the student should be promoted before school begins, follow the steps below:

No Show Enrollment

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

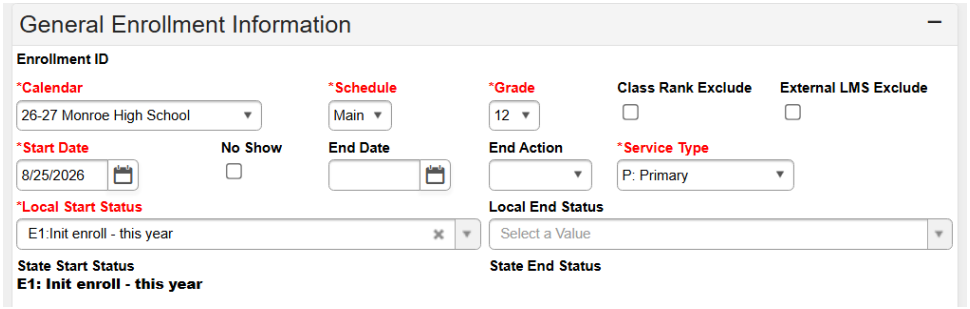
- Select the **future school year enrollment**.
- Enter the Start Date of **7/1/YYYY**.
- Check the **No Show** checkbox.
- Enter the End Date of **7/1/YYYY**.
- Select **P: Promote** as the End Action.
- Select **W1: Transfer Withdrawal** as the Local End Status.
- Enter an **End Comment** documenting administrative decision.
- Click **Save**.



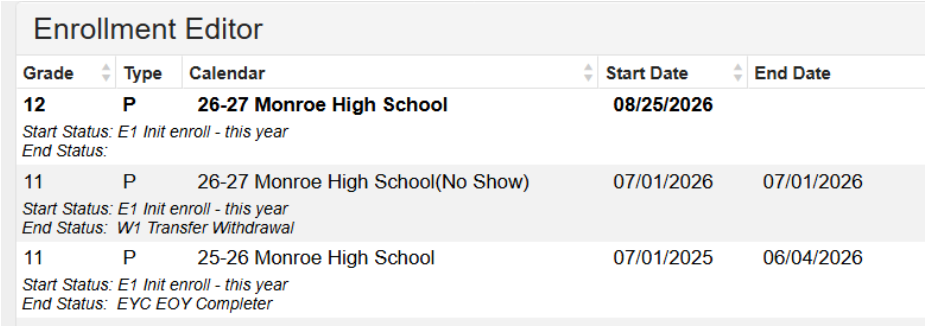
Create New Enrollment

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

- Click **New** to create a new enrollment.
- Select the **Grade Level**.
- Enter the **First Instructional Day** as the Start Date.
- Select **E1: Init enroll - this year** as the Local Start Status.
- Enter a **Start Comment** documenting administrative decision.
- Select the correct **Admission Status**.
- Click **Save**.



The student enrollment history will show the EYC, R: Retain enrollment record, the promoted no show enrollment record, and the new promotion enrollment record.



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) 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) 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) to end the student's future enrollment.

If a student is promoted to a new grade level at the end of summer school, the student's future enrollment should be updated to reflect the correct grade level.

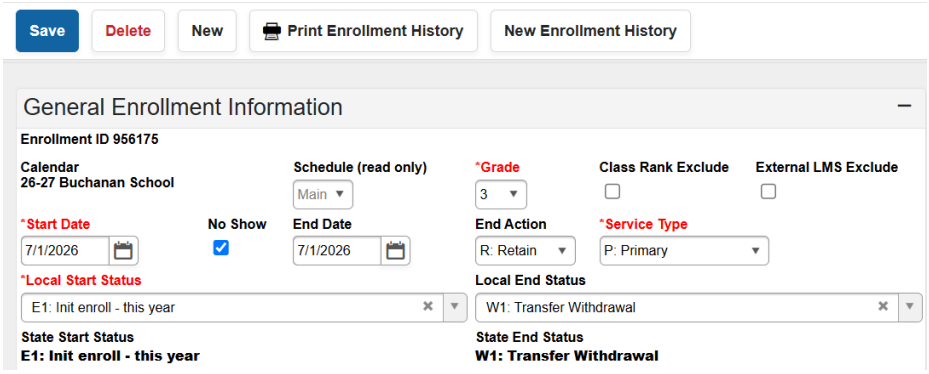
Promoted at End of Year and Administratively Retained Before School Starts

If a student was promoted at the end of the previous year, and administration determines the student should be retained before school begins, follow the steps below:

No Show Enrollment

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

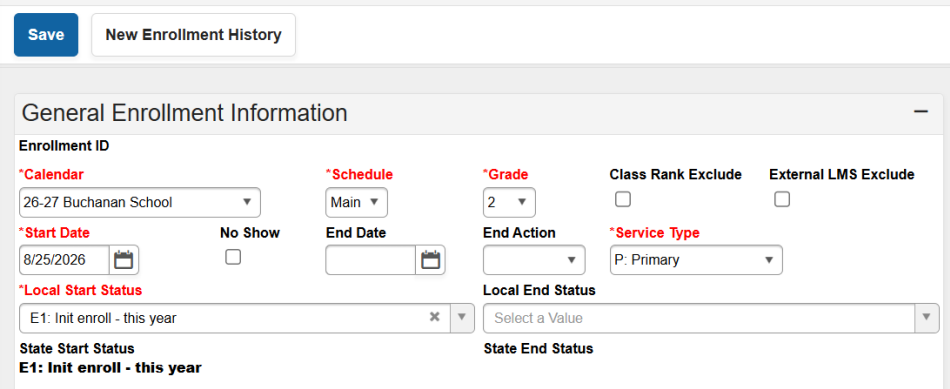
- Select the **future school year enrollment**.
- Enter the Start Date of **7/1/YYYY**.
- Check the **No Show** checkbox.
- Enter the End Date of **7/1/YYYY**.
- Select **R: Retain** as the End Action.
- Select **W1: Transfer Withdrawal** as the Local End Status.
- Enter an **End Comment** documenting administrative decision.
- Click **Save**.



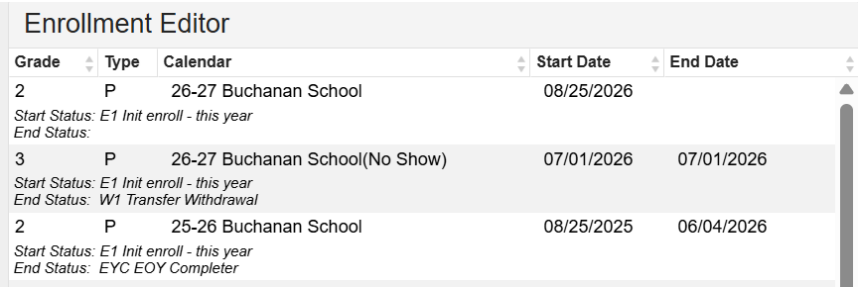
Create New Enrollment

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

- Click **New** to create a new enrollment.
- Select the **Grade Level**.
- Enter the **First Instructional Day** as the Start Date.
- Select **E1: Init enroll - this year** as the Local Start Status.
- Enter a **Start Comment** documenting administrative decision.
- Select the correct **Admission Status**.
- Click **Save**.



The student enrollment history will show the EYC, P: Promote enrollment record, the promoted no show enrollment record, and the new retention enrollment record.



Promoted at End of Year and Parent Requested Retention Before School Starts

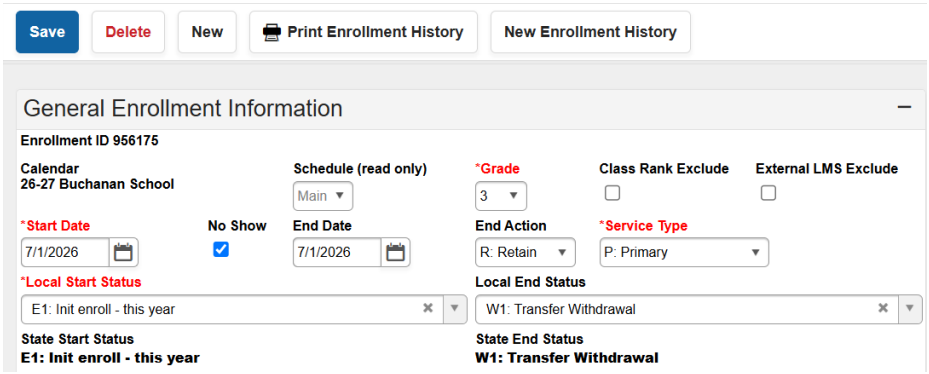
If a student was promoted at the end of the previous year, and a parent requests the student remain in the previous grade before school begins, follow the steps below:

No Show Enrollment

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

- Select the **future school year enrollment**.
- Enter the Start Date of **7/1/YYYY**.
- Check the **No Show** checkbox.

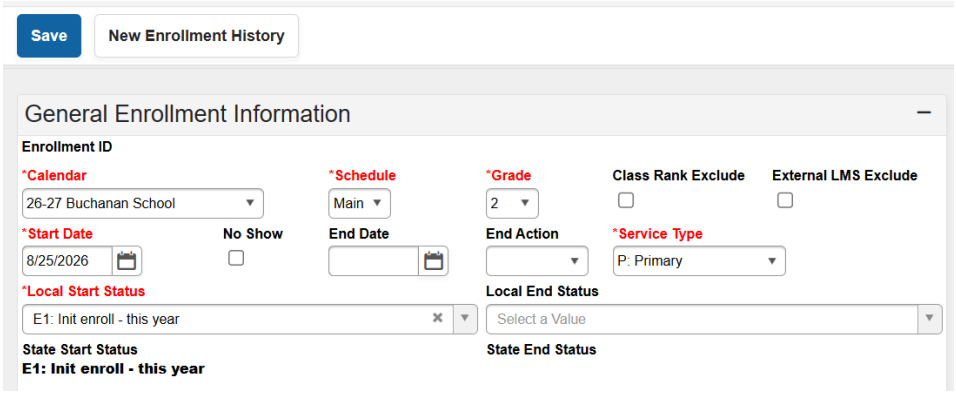
- Enter the End Date of **7/1/YYYY**.
- Select **R: Retain** as the End Action.
- Select **W1: Transfer Withdrawal** as the Local End Status.
- Enter an **End Comment** documenting the parent request.
- Click **Save**.



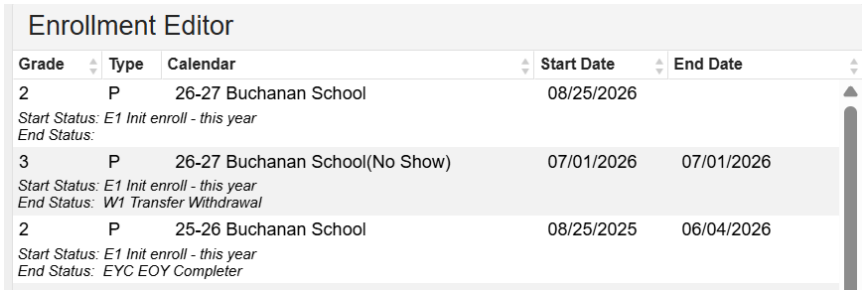
Create New Enrollment

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

- Click **New** to create a new enrollment.
- Select the **Grade Level**.
- Enter the **First Instructional Day** as the Start Date.
- Select **E1: Init enroll - this year** as the Local Start Status.
- Enter a **Start Comment** documenting the parent request.
- Select the correct **Admission Status**.
- Click **Save**.



The student enrollment history will show the EYC, P: Promote enrollment record, the promoted no show enrollment record, and the new retention enrollment record.


Enrollment Editor
Grade
Type
Calendar
Start Date
End Date
2
P
26-27 Buchanan School
08/25/2026
Start Status: E1 Init enroll - this year
End Status:
3
P
26-27 Buchanan School(No Show)
07/01/2026
07/01/2026
Start Status: E1 Init enroll - this year
End Status: W1 Transfer Withdrawal
2
P
25-26 Buchanan School
08/25/2025
06/04/2026
Start Status: E1 Init enroll - this year
End Status: EYC EOY Completer