

Retentions at End of Year

04/07/2025 7:24 am EDT

Students that will be retained at the end of the school year will need to have their end status and end date updated prior to processing all other students' end enrollment. This process can be done by updating each individual student's current enrollment local end status and end date or can be done by creating Retention ad hoc filter. The sections below provide a guide on creating a Retention Filter and updating the local end status and end date using the filter.

[Retention Filter](#) | [End Retention Enrollments](#) | [Update Retention End Status](#) | [Update Future Enrollment](#) | [Validate Retentions](#)

Create Retention Filter

Create a Retention ad hoc filter to use to complete the end enrollment process with the correct end status for retained students. This can be completed by creating a multi select ad hoc or a selection editor ad hoc.

Use the [Infinite Campus Multi-Select](#) article as a guide for how to create a multi select ad hoc filter for retained students.

The Selection Editor ad hoc filter will allow users to select the students from a list.

Filter Designer ☆ Reporting > Ad Hoc Reporting > Filter Designer

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

<p>Saved Filter</p> <ul style="list-style-type: none"> 🔍 student 3 Unexcused Absences 🔍 student A Honor Roll 🔍 student Active Students 🔍 student All Students 🔍 student American Indian Filter 🔍 student Athletic Eligibility Grades 🔍 student Athletic Programs 🔍 student Athletic Semester 1 Grades 🔍 student Athletic Semester 1 Grades - GPA 	<p>Create New</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Filter Type</p> <p><input type="radio"/> Query Wizard</p> <p><input checked="" type="radio"/> Selection Editor</p> <p><input type="radio"/> Pass-through SQL Query</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Data Type</p> <p><input checked="" type="radio"/> Student</p> <p><input type="radio"/> Census/Staff</p> <p><input type="radio"/> Course/Section</p> </td> </tr> </table> <p style="text-align: center;"><input type="button" value="Create"/></p>	<p>Filter Type</p> <p><input type="radio"/> Query Wizard</p> <p><input checked="" type="radio"/> Selection Editor</p> <p><input type="radio"/> Pass-through SQL Query</p>	<p>Data Type</p> <p><input checked="" type="radio"/> Student</p> <p><input type="radio"/> Census/Staff</p> <p><input type="radio"/> Course/Section</p>
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Filter Designer ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name: (last name, first name)

Sort: Grade, Name ▾

All Students	Selected Students
4 Akong, Stephanie #227394	1 Cairney, Daylen #15127
5 Brown, Autumn #17684	1 Rendon, Jadaven #16061
5 Clary, Julius #25357	KG Tarton Sucuc, Joseph #131697
5 Fink, Amiyah #19516	5 Nelson, Natalia #21095
5 Hollar, Yamina #34527	
5 Johnson, Ben #28821	
5 Nelson, Natalia #21095	
5 Sigmon, Deseraí #15844	
6 Fowler, Caleb #38651	
6 Gregg, Kinsley #27175	
7 Gomez Aguilera, Noah #28968	
7 Ivanov, Gabriel #15065	
7 MacTaggart, Jakobe #28905	

Any updates to retentions will need to be manually updated in either filter.

End Retention Enrollments

Students that will be retained must have their enrollments ended prior to the full end enrollment process. Follow the steps below to end retained student's enrollments for the current year.



Before ending current year enrollments, ensure student enrollments have been rolled forward.



Make sure the school context is the current year.

Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard

1. Select the **calendar(s)**
2. Select the **grade levels** that are included in the Retention filter.
3. Select the **Retention Ad Hoc** created earlier.
4. Enter the **last instructional day** of the current school year as the end date.
5. Select **RT: Retained** as the local end status.
 - a. Note: If a specific retention reason code is typically used for all students to document retention information, choose the appropriate retention end status for this step.

6. Click **Run** to end the current year enrollments for Retained students.

The screenshot displays the 'Enrollment End Batch Wizard' interface. At the top, there is a navigation bar with the 'Infinite Campus' logo and a breadcrumb trail: 'Student Information > General Student Administration > Enrollment End Batch Wizard'. Below the navigation bar, the page title is 'Enrollment End Batch Wizard ☆'. The main content area is titled 'Enrollment End Batch Process' and contains several paragraphs of instructions. The primary form area is divided into three main sections: 'Select Calendars', 'Select Fields to fill', and 'Select Grades'. In the 'Select Calendars' section, a list of school calendars is shown, with '24-25 Madison Elementary' highlighted. The 'Select Fields to fill' section contains several dropdown menus and text boxes, with 'End Date' set to '5/23/2025' and 'Local End Status' set to 'RT: Retained (Valid 93-94 thru current)'. A red box highlights the 'RUN' button at the bottom right of this section. The 'Select Grades' section has checkboxes for grades 1 through 13, with '1', '2', '3', and '4' checked. Below this is a 'Select Ad Hoc Student Filter' section with a dropdown menu set to 'Retention Students 24-25'. Green arrows point to the 'RUN' button, the '24-25 Madison Elementary' calendar, and the 'Retention Students 24-25' filter.

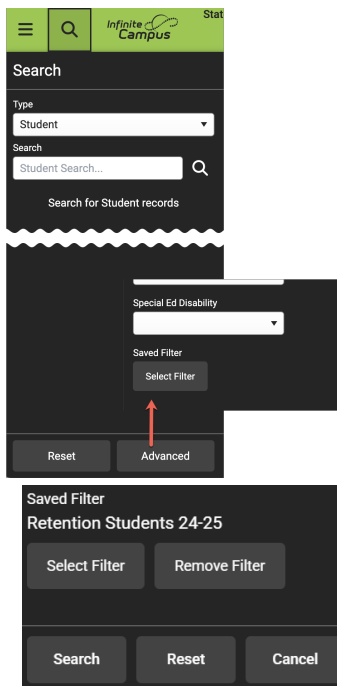
Each student in the filter should now have an end date and end status for the current year enrollment. If a student's retained end status is different than RT: Retained, use the steps below to navigate to the student's enrollment tool to update the end status to the appropriate Retention Reason.

Update End Status (if applicable)

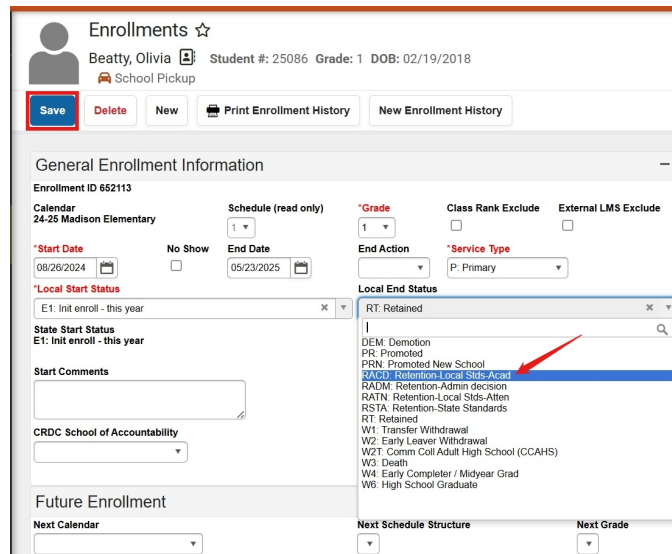
After using a default end status code, use the steps below to update an individual student's end status if necessary. For example, if RT: Retained was used as the end status, however the reason for the retention is RACD: Retention-Local-Stds-Acad, then navigate to the individual student's enrollment and update the end status.

Navigation: *Student Information > General > Enrollments*

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.



- Select a **student** and click on the **current year enrollment**.
- Update the **local end status** to the retained reason end status.
- Add an **end comment**. (optional)
- Click **Save** to update the current year enrollment.



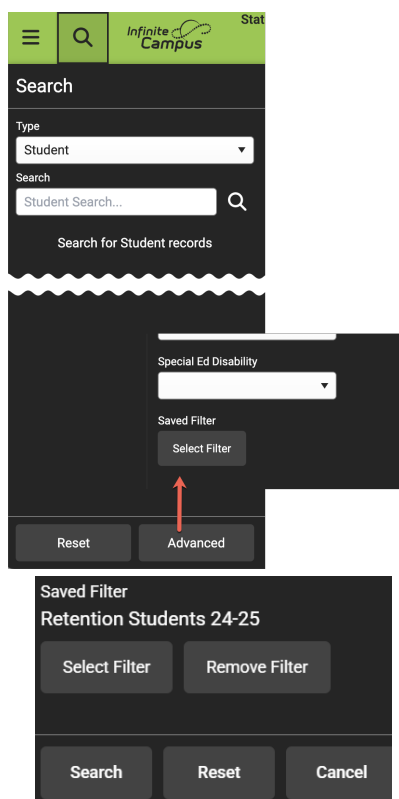
Update Future Enrollment

Students' future enrollments have been created, but the grade level may not be correct. If the student's future year enrollment is in the same calendar, then follow the steps below to update the student's grade level. If the student's future year enrollment is not in a calendar with your tool rights, contact the next school or SIS Coordinator to work on the process to update the future enrollment record with the correct grade level.

Location of Future Enrollment	Action	Calendar Rights Needed	Tool Rights Needed
Current School	Change grade level in the enrollment record in the future year	Future year of current school	Enrollments - Write
Different School	Delete enrollment record in the future year	Future year of different school	Enrollments - Delete
	Create new enrollment record in the future year	Future year of current school	Enrollments - Add

Navigation: Student Information > General > Enrollments

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.



- Select a **student** and click on the **future year enrollment** record

Enrollments ☆
Beatty, Olivia Student #: 25086 Grade: 1 DOB: 02/19/2018
School Pickup

New Print Enrollment History New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
2	P	25-26 Madison Elementary School	08/25/2025	
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status:</i>				
1	P	24-25 Madison Elementary	08/26/2024	05/23/2025
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: RACD Retention-Local Stds-Acad</i>				
KG	P	Madison School 2024 A	08/28/2023	05/24/2024
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: PR Promoted</i>				

- Select the correct **grade level** from the grade dropdown.
- Add a **start comment** (optional)
- Click **Save** to update the grade level.

Enrollments ☆
Beatty, Olivia Student #: 25086 Grade: 1 DOB: 02/19/2018
School Pickup

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID 948471

Calendar 25-26 Madison Elementary School Schedule (read only) Main Grade 1 Class Rank Exclude External LMS Exclude

*Start Date 08/25/2025 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 End Comments

CRDC School of Accountability

Rolled From Enrollment ID: 652113

Validate End Status for Retained Students

Use the [Enrollment Summary Details Report | Infinite Campus](#) to review student's end status and end dates. Use the same Retentior ad hoc filter to review just the students that were retained. This report can be generated in a CSV format to be opened in a spreadsheet view to filter as needed.