

# Retentions at End of Year

12/04/2025 3:52 pm EST

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.

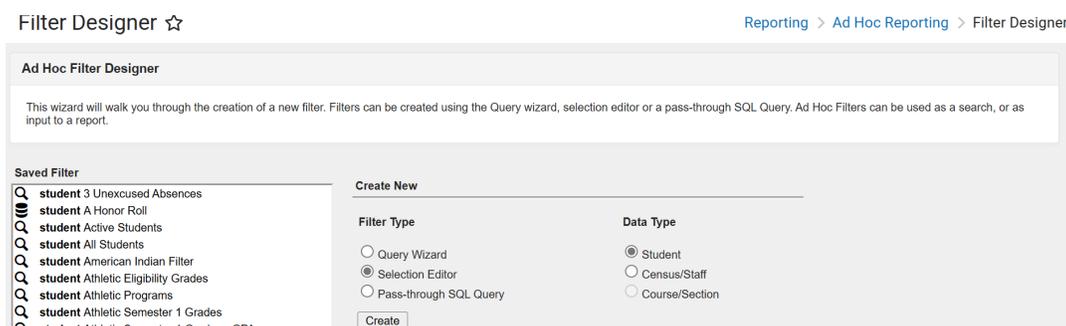
[Retention Filter](#) | [End Retention Enrollments](#) | [Update Retention End Status](#) | [Update Future Enrollment](#) | [Validate Retentions](#)

## 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](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/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 ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name:  (last name, first name)

Sort: Grade, Name ▾

All Students	Selected Students
4 Xiong, Alejandro #22734	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, Deserai #15844	
6 Fowler, Caleb #38651	
6 Gregg, Kinsley #27175	
7 Gomez Agullera, Noah #26968	
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.

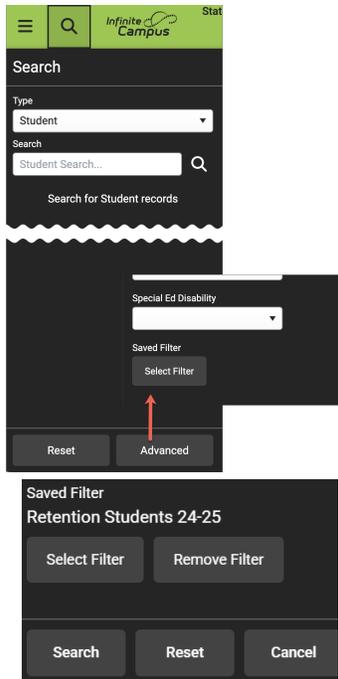
Each student in the filter should now have an end date and end status for the current year enrollment. If a student's retained end status is different than RT: Retained, use the steps below to navigate to the student's enrollment tool to update the end status to the appropriate Retention Reason.

## Update End Status (if applicable)

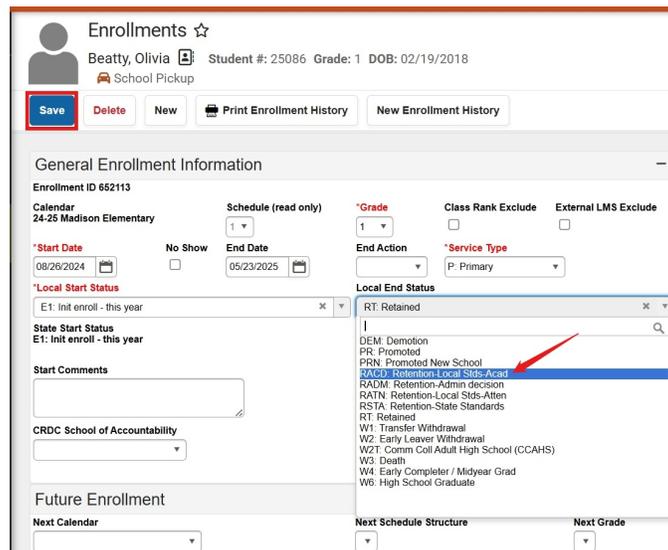
After using a default end status code, use the steps below to update an individual student's end status if necessary. For example, if RT: Retained was used as the end status, however the reason for the retention is RACD: Retention-Local-Stds-Acad, then navigate to the individual student's enrollment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



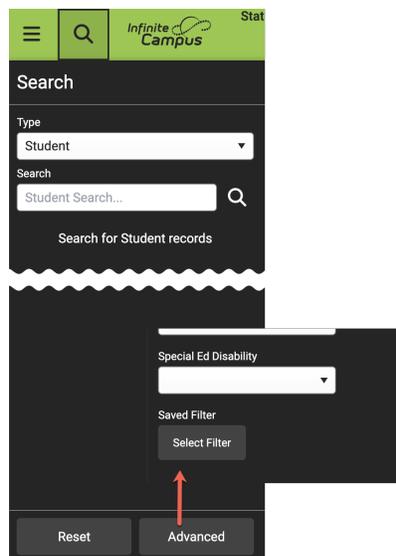
# Update Future Enrollment

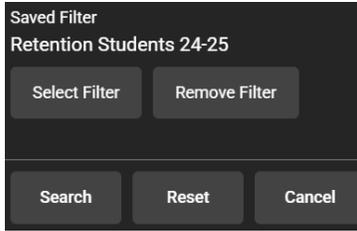
Students' future enrollments have been created, but the grade level may not be correct. If the student's future year enrollment is in the same calendar, then follow the steps below to update the student's grade level. If the student's future year enrollment is not in a calendar with your tool rights, 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

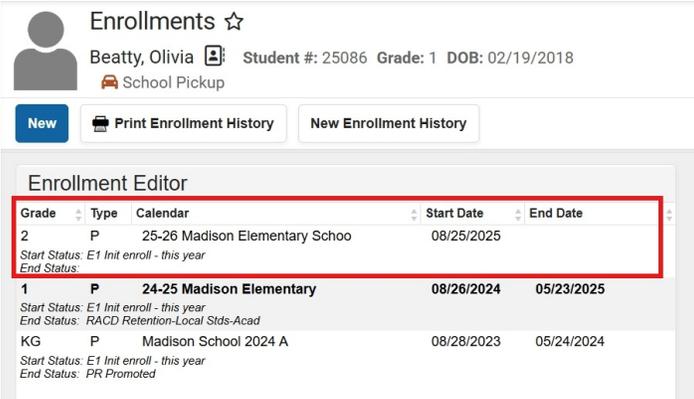
## Navigation: Student Information > General > Enrollments

- 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.

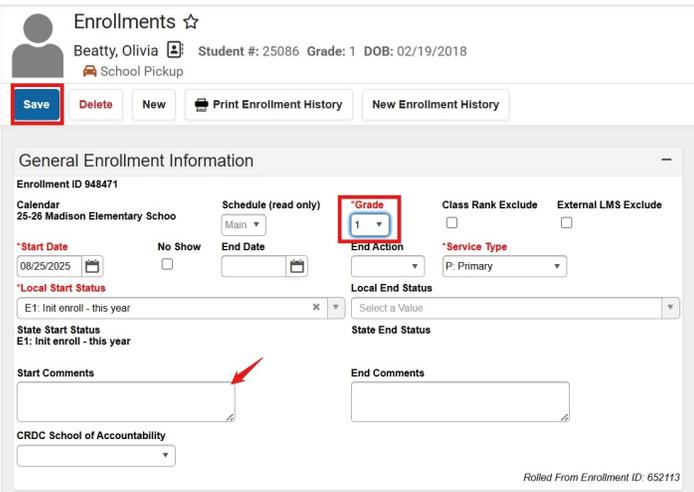




- Select a **student** and click on the **future year enrollment** record



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



## Validate End Status for Retained Students

Use the [Enrollment Summary Details Report | Infinite Campus](https://kb.infinitecampus.com/help/enrollment-summary-details-report) (https://kb.infinitecampus.com/help/enrollment-summary-details-report) to review

student's end status and end dates. Use the same Retention 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.

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