

# Retentions End of Year

04/07/2025 7:34 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.

Saved Filter	Create New	Data Type
student 3 Unexcused Absences	<input type="radio"/> Query Wizard	<input checked="" type="radio"/> Student
student A Honor Roll	<input checked="" type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
student Active Students	<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section
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		

Create

Filter Designer ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name:  (last name, first name)

Sort: Grade, Name ▾

All Students	Selected Students
4 Aking, Stephanie #22709	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, Deserae #15844	
6 Fowler, Caleb #38651	
6 Gregg, Kinsley #27175	
7 Gomez Aguilera, Noah #26968	
7 Ivanov, Gabriel #15065	
7 MacTaggart, Jakobe #28905	

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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.

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollment Statuses and Graduation information, if entered, are applied to all student enrollments that match the entered criteria. Use the Enrollment Roll Forward tool to copy and promote enrollments into the next year's calendar.

Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and on the student's Graduation tab. If there are Enrollment records or Graduation data that have those fields populated, those records will not be modified (i.e., dropped students). Students who are graduating should be processed separately from other grades in order to have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.

If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the correct diploma type based on the student's academic plan, assigns graduation dates and ends enrollment records only for those graduating students.

**Select Calendars**

- 25-26 Homeless
- 25-26 Jefferson Middle School
- 25-26 LEP
- 25-26 Madison Elementary School
- 25-26 Monroe High School
- 25-26 Wilson School
- 24-25 Arthur High School
- 24-25 Cookridge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 LEP
- 24-25 Madison Elementary**
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four

CTRL-click and SHIFT-click for multiple

**Select Fields to fill:**

End Date: 5/23/2025

Local End Status: RT: Retained (Valid 93-94 thru current)

End Action: [Dropdown]

**Graduation**

Diploma Date: [Dropdown]

Diploma Type: [Dropdown]

Diploma Period: [Dropdown]

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

**RUN**

**Select Grades**

☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8 ☐ 9 ☐ ABE ☐ IT ☒ KG ☐ OS ☐ PK ☐ PR ☐ TK ☐ UG

**Select Ad Hoc Student Filter**

Retention Students 24-25

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.

The screenshot shows the Infinite Campus search interface. At the top, there's a search bar with a dropdown menu set to 'Student'. Below it, a search input field contains 'Student Search...'. A 'Search for Student records' button is visible. Below the search bar, there's a 'Special Ed Disability' dropdown menu. A 'Saved Filter' section shows a 'Select Filter' button. An orange arrow points from the 'Advanced' button at the bottom to the 'Select Filter' button. Below the 'Select Filter' button, there's a 'Saved Filter' section titled 'Retention Students 24-25' with 'Select Filter' and 'Remove Filter' buttons. At the bottom, there are 'Search', 'Reset', and 'Cancel' buttons.

- 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.

The screenshot shows the 'Enrollments' page for Beatty, Olivia. The page includes a header with the student's name, ID (25086), grade (1), and DOB (02/19/2018). Below the header, there are buttons for 'Save', 'Delete', 'New', 'Print Enrollment History', and 'New Enrollment History'. The 'Save' button is highlighted with a red box. The main section is titled 'General Enrollment Information' and contains fields for 'Enrollment ID 652113', 'Calendar 24-25 Madison Elementary', 'Schedule (read only)', 'Grade 1', 'Class Rank Exclude', 'External LMS Exclude', 'Start Date' (08/26/2024), 'End Date' (05/23/2025), 'Local Start Status' (E1: Init enroll - this year), 'State Start Status' (E1: Init enroll - this year), 'Start Comments', 'CRDC School of Accountability', 'Future Enrollment', 'Next Calendar', 'Next Schedule Structure', and 'Next Grade'. The 'Local End Status' dropdown menu is open, showing a list of options: 'RT: Retained', 'DEM: Demotion', 'PR: Promoted', 'PRN: Promoted New School', 'RACD: Retention-Local Stds-Acad', 'RADM: Retention-Admin decision', 'RATN: Retention-Local Stds-Atten', 'RSTA: Retention-State Standards', 'RT: Retained', 'W1: Transfer Withdrawal', 'W2: Early Leaver Withdrawal', 'W2T: Comm Coll Adult High School (CCAHS)', 'W3: Death', 'W4: Early Completer / Midyear Grad', and 'W6: High School Graduate'. A red arrow points to the 'RACD: Retention-Local Stds-Acad' option.

## 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.

The screenshot displays the Infinite Campus Student Search interface. At the top, there is a green header with a menu icon, a search icon, the 'Infinite Campus' logo, and a 'Stat' label. Below the header, the 'Search' section includes a 'Type' dropdown set to 'Student', a search input field with the placeholder 'Student Search...', and a magnifying glass icon. A button labeled 'Search for Student records' is positioned below the search field. A red arrow points from the 'Advanced' button at the bottom of the search section to the 'Select Filter' button in the 'Saved Filter' modal. The 'Saved Filter' modal is open, showing a 'Special Ed Disability' dropdown, a 'Select Filter' button, and a 'Remove Filter' button. Below the modal, there are 'Reset' and 'Advanced' buttons. At the bottom of the screen, there is a 'Saved Filter' section titled 'Retention Students 24-25' with 'Select Filter' and 'Remove Filter' buttons, and a final row with 'Search', 'Reset', and 'Cancel' buttons.

- 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

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

- 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 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.