

RtA Program Exit - Reading Retained (Grade 3 Only)

06/10/2026 7:49 am EDT

Students who are still non-proficient on third-grade standards at the end of RtA Summer Reading Campus will be placed in one of three situations:

1. Retained in 3rd grade.
2. Placed in a 3/4 transition class.
3. Placed in a 4th grade accelerated class.

Students Retained in 3rd Grade

- This process should be completed prior to the beginning of school.
- For students who have been retained in the 3rd grade for reading proficiency only, a new record should be created in the RtA Program for the new school year (grade 3) following the steps above for "RtA Program Entry – Reading Retained (Grade 3 only)." The Reading Retained label should remain until the student demonstrates proficiency.
- For students who have been retained in the 3rd grade for reasons other than or in addition to reading proficiency, no Reading Retained label is needed.

Navigation: Select Student > Student Information > General > Enrollments

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

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
04	P	24-25 Arthur Elementary	07/01/2024	
<small>Start Status: E1 Init enroll - this year Promoted End Status:</small>				
03	P	23-24 Arthur Elementary	01/01/2024	
<small>Start Status: 00 Init enroll - this year End Status:</small>				

- Update the **Start Date** to 7/1/XXXX.
- Check the **No Show** checkbox.
 - *Note: 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 **RACD: Retention-Local-Stds-Acad**, **RADM: Retention-Admin decision**, **RATN:**


Retention-Local Stds-Atten, or RSTA: Retention-State Standards.

- Add an End Comment of **Retained**.
- Click **Save** to update the enrollment record.

The screenshot shows the 'Enrollment Editor' interface. At the top, there are buttons for 'Save', 'Delete', 'New', 'Print Enrollment History', 'New Enrollment History', and 'Documents'. The 'Save' button is highlighted with a red box. Below the buttons is the 'General Enrollment Information' section. It includes fields for 'Enrollment ID 98651', 'Calendar' (24-25 Jameson Elementary School), 'Schedule (read only)' (Main), '*Grade' (4), 'Class Rank Exclude', 'External LMS Exclude', '*Start Date' (7/1/2024), 'No Show' (checked), 'End Date' (7/1/2024), 'End Action', '*Service Type' (P. Primary), '*Local Start Status' (E1: Init enroll - this year), 'Local End Status' (RACD: Retention, Local Standards Academic), 'State Start Status' (E1: Init enroll - this year), 'State End Status' (RACD: Retention-Local Stds-Acad), 'Start Comments', and 'End Comments' (Retained). Several fields are highlighted with red boxes: 'Save', 'Start Date', 'No Show', 'End Date', 'Local End Status', and 'End Comments'.

The retention enrollment record for the current year should now show as a No Show in the enrollments list.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
03	P	24-25 Arthur Elementary	07/01/2024	07/01/2024	
<i>Start Status: E1 Init enroll - this year transferred from Florida</i>					
<i>End Status: W1 Transfer Withdrawal</i>					
4	P	24-25 Jameson Elementary School(No Show)	07/01/2024	07/01/2024	
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status: RACD Retention, Local Standards Academic Retained</i>					

- Click on **New** to add a new enrollment. 
- Verify the **calendar** and **schedule** are correct.
- Select **03** from the grade dropdown.
- 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 **Retained** 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.

Save New Enrollment History Documents

General Enrollment Information

Enrollment ID

*Calendar: 24-25 Arthur Elementary

*Schedule: Main

*Grade: 03

Class Rank Exclude:

External LMS Exclude:

*Start Date: 7/1/2024

No Show:

End Date: [Calendar Icon]

End Action: [Dropdown]

*Service Type: P: Primary

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

Local End Status: [Dropdown]

State Start Status: E1: Init enroll - this year

State End Status: [Dropdown]

Start Comments: Retained

End Comments: [Text Area]

CRDC School of Accountability: [Dropdown]

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar: [Dropdown]

Next Schedule Structure: [Dropdown]

Next Grade: [Dropdown]

State Reporting Fields

State Exclude:

Admission Status: MST1: Member - Standard Day Program

Year-Round Transfer Days Override: 0

Resident District: 100 Brunswick County Sch

Resident School: 100 Arthur Elementary

Serving District: 100 Brunswick County Sch

Serving School: 100 Arthur Elementary

The retention enrollment record for the current year will be listed in the enrollments list.

Grade	Type	Calendar	Start Date	End Date
3	P	24-25 Jameson Elementary School	08/23/2024	
Start Status: E1 Init enroll - this year Retained				
End Status:				
03	P	24-25 Arthur Elementary	07/01/2024	07/01/2024
Start Status: E1 Init enroll - this year transferred from Florida				
End Status: W1 Transfer Withdrawal				
4	P	24-25 Jameson Elementary School(No Show)	07/01/2024	07/01/2024
Start Status: E1 Init enroll - this year				
End Status: RACD Retention, Local Standards Academic Retained				

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 Drop: 6/30/2024 End date is not within section start and end dates.	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	8774-2 Computer Repair Nolan, Destiny Drop: 6/30/2024 End date is not within section start and end dates.	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	8400-1 Web Design I Secker, Diego Drop: 6/30/2024	No Scheduled Course	No Scheduled Course

Load Lock All Documents Notes Print

- 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 ✕

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

Students Placed in 3/4 Transition Class or 4th Grade Accelerated Class

For students placed in either a 3/4 transition class or a 4th grade accelerated class proficiency can be demonstrated by:

- Passing the Read to Achieve Test (by November 1st).
- Achieving a 725 Lexile on mCLASS (FDRA - Formative and Diagnostic Reading Assessment).
- Achieving a 725 Lexile on the STAR reading assessment (SBE approved State Alternative Assessment).
- Achieving a 725 Lexile on an Alternate Assessment (Charters, Labs, and Restarts only).
- Completing a Reading Portfolio by the end of the 4th grade year.
- Passing the 4th grade EOG.

**The Read to Achieve Test should only be administered up until November 1. mCLASS, STAR, alternate assessments for charter, lab, and restart schools, and the Reading Portfolio can be administered at any time during the 4th grade year.*

If a student demonstrates at or above grade level performance by November 1, the student's RtA Program should be ended using the following steps:

Navigation: *Menu > Student Information > State Programs > Read to Achieve*

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Read to

Achieve Program tool. If a student was already selected, the Read to Achieve Program tool will open automatically.

1. Click **View** on the Read to Achieve program to open the program information.
2. Enter the **End Date** in MM/DD/YYYY format or click the calendar icon to select the date. This should be the date that the student attained proficiency. In this situation, the date should be on or before November 1.
3. Select "**MYP: Mid-Year Promotion - RtA (by Nov 1)**" under the Program Exit Status.
4. Select **one (1) Mid-Year Promotion (MYP)** category (MYP 1-5) under Exit Status Reason.
5. For charter, lab, and restarts schools, if MYP4: Alternate Assessment - 725L (Charter, Lab, Restart) is selected, choose the assessment that the student used to demonstrate grade level performance from the drop down list under "Alternate Assessment (Charters, Labs, Restarts)" under the State Defined Elements section.
6. Enter comments (optional).
7. Click **Save** to end the program.

If the student does not demonstrate at or above grade level performance by November 1 and is promoted to the 5th grade at the end of the school year the RtA program should be ended following the steps below:

Navigation: [Menu](#) > [Student Information](#) > [State Programs](#) > [Read to Achieve](#)

Select a Student: If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Read to Achieve Program tool. If a student was already selected, the Read to Achieve Program tool will open automatically.

1. Click **View** on the Read to Achieve program to open the program information.
2. Enter the **End Date** in MM/DD/YYYY format or click the calendar icon to select the date. In this situation, then End Date should be the last day of their 4th grade year.
3. Select "**EYP: End-of-Year Promotion to 5th Grade - RtA (after Nov 1)**" under the Program Exit Status.
4. Select "**End-of-Year Promotion (EYP)**" from category (EYP 1-6) under Exit Status Reason indicating which assessment the student used to demonstrate grade level performance.
5. For charter, lab, and restarts schools, if EYP4: Alternative Assessment is selected, choose the assessment that the student used to demonstrate grade level performance from the drop down list under "Alternate Assessment (Charters, Labs, Restarts)" under the State Defined Elements section.
6. Enter comments (optional).
7. Click **Save** to end the program.