

RtA - Twice Retained Student Listing

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To produce a list of students retained in grades KG, 1, 2, or 3 and then retained again in grade 3 or promoted to 4th grade with a RRET Program Entry Status valid after November 1 of the current year:

- Select "RTA Twice Retained Student Listing" in the Data Validation Group dropdown.
- Select Local Dataset under Report Data Source.
- Select either Generate Now or Submit to Batch Queue under Report Processing.
- Select HTML or CSV under Format Type.
- Click Generate to produce the report.

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