

# Retention/Promotion

12/04/2025 3:52 pm EST

## Retention/Promotion Process

Students are retained or promoted at the end of each school year. In NCSIS, the future enrollment information is used to determine the status of a student's next year enrollment. Students will need a next calendar, next schedule structure, and next grade in the future enrollment fields for processing. The student's next grade will determine whether the student will be assigned a promotion or retention local end status when the calendar is rolled forward for the new year.

Promotion Local End Status	Retention Local End Status
PR: Promoted	RACD: Retention-Local Stds-Acad
PRN: Promoted New School	RADM: Retention-Admin decision
	RATN: Retention-Local Stds-Atten
	RSTA: Retention-State Standards
	RT: Retained



**Use the RtA Program** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/read-to-achieve-program>) **for reading retained designation.**

**Below are steps on how to update retention or promotion information based on different situations.**

**Retained EOY Promoted Summer School | Incorrectly Retained EOY | Incorrectly Promoted EOY**

## Retained at End of Year and Promoted After Summer School

If a student was retained at the end of the previous year and attends summer school resulting in a promotion to a new grade level, follow the steps below:

**Navigation: Select Student > Student Information > General > Transcripts**

- Add any grades earned during summer school by following the [Adding Transcript Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades>) article.

**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
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained End Status:				
11	P	23-24 Harrison High	01/01/2024	
Start Status: E1 Init enroll - this year End Status: RACD Retention, Local Standards Academic Retained				

- Update the **Start Date** to 7/1/XXXX.
- Check the **No Show** checkbox.



*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 **PR: Promoted** or **PRN: Promoted New School** as appropriate.
- Add an End Comment of **Promoted Summer School**.
- Click **Save** to update the enrollment record.

SaveDeleteNewPrint Enrollment HistoryNew Enrollment HistoryDocuments

General Enrollment Information

Enrollment ID 91424

Calendar24-25 Harrison HighSchedule (read only)Main

Start Date07/01/2024

No Show☒

End Date07/01/2024

\*Local Start StatusE1: Init enroll - this year

State Start StatusE1: Init enroll - this year

Start CommentsRetained

\*Grade09

Class Rank Exclude☐

External LMS Exclude☐

End Action

\*Service TypeP: Primary

Local End StatusPR: Promoted

State End StatusPR: Promoted

End CommentsPromoted Summer School

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

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
09	P	24-25 Harrison High(No Show)	07/01/2024	07/01/2024
Start Status: E1 Init enroll - this year Retained End Status: PR Promoted Promoted Summer School				
09	P	23-24 Harrison High	01/01/2024	
Start Status: CM1 Init enroll - this year End Status:				

- Click on **New** to add a new enrollment.
- Verify the **calendar** and **schedule** are correct in the enrollment record.
- Select the new **grade**.
- 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 **Promoted Summer School** 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 Harrison High

\*Schedule

Main

\*Grade

12

Class Rank Exclude

☐

External LMS Exclude

☐

\*Start Date

7/1/2024

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

Promoted Summer School

End Comments

CRDC School of Accountability

Select a Value

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar

Next Schedule Structure

Next Grade

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

190 Harrison High

Serving District

100 Brunswick County Sch

Serving School

190 Harrison High

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

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
10	P	24-25 Harrison High	08/22/2024	
Start Status: E1 Init enroll - this year Promoted Summer School End Status:				
09	P	24-25 Harrison High(No Show)	07/01/2024	07/01/2024
Start Status: E1 Init enroll - this year Retained End Status: PR Promoted Promoted Summer School				
09	P	23-24 Harrison High	01/01/2024	
Start Status: E1 Init enroll - this year Promotion End Status:				

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.	6585-1 Concert Band IIA Williamson, Sherwood ● End date is not within section start and end dates.	No Scheduled Course 6590-1 Concert Band IIB Williamson, Sherwood Drop: 6/30/2024 ● End date is not within section start and end dates.	No Scheduled Course 6590-1 Concert Band IIB Williamson, Sherwood Drop: 6/30/2024 ● End date is not within section start and end dates.
2	No Scheduled Course 8774-2 Computer Repair Nolan, Destiny Drop: 6/30/2024 ● End date is not within section start and end dates.	8774-2 Computer Repair Nolan, Destiny ● End date is not within section start and end dates.	No Scheduled Course 8773-3 Cloud Computing Blackmore, Dolan Drop: 6/30/2024 ● End date is not within section start and end dates.	No Scheduled Course 8773-3 Cloud Computing Blackmore, Dolan Drop: 6/30/2024 ● End date is not within section start and end dates.
3	No Scheduled Course 3400-8 English 12 Lifellearn, Zelos Drop: 6/30/2024 ● End date is not within section start and end dates.	No Scheduled Course 3400-8 English 12 Lifellearn, Zelos Drop: 6/30/2024 ● End date is not within section start and end dates.	No Scheduled Course 3400-8 English 12 Lifellearn, Zelos Drop: 6/30/2024 ● End date is not within section start and end dates.	No Scheduled Course 3400-8 English 12 Lifellearn, Zelos Drop: 6/30/2024 ● End date is not within section start and end dates.
4	No Scheduled Course 8400-1 Web Design I Secker, Diego Drop: 6/30/2024	8400-1 Web Design I Secker, Diego ● End date is not within section start and end dates.	No Scheduled Course 8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024	No Scheduled Course 8772-2 Software Configuration Nolan, Destiny Drop: 6/30/2024

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 Lifellearn, Zelos	3400-8 English 12 Lifellearn, Zelos	3400-8 English 12 Lifellearn, Zelos	3400-8 English 12 Lifellearn, 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

For information on how to process a student who will graduate, refer to the [Summer Graduates](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduates) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-graduates) article.

### Incorrectly Retained at End of Year

If a student was incorrectly retained at the end of a school year, follow the steps below to correct the enrollments.

**Navigation: Select Student > Student Information > General > Enrollments**

Page 4

- Click on the **previous** school year enrollment.

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained End Status:				
11	P	23-24 Harrison High	01/01/2024	
Start Status: E1 Init enroll - this year End Status: RACD Retention, Local Standards Academic Retention				

- Change the local end status to **PR: Promoted** or **PRN: Promoted New School** as appropriate.
- Change the end comment to **Promoted Same School** or **Promoted New School** as appropriate.
- Click **Save** to update the enrollment record.

Save

Delete

New

Print Enrollment History

New Enrollment History

Documents

General Enrollment Information

Enrollment ID 87464

Calendar

23-24 Harrison High

Schedule (read only)

Main

\*Start Date

01/01/2024

No Show

☐

End Date

\*Local Start Status

E1: Init enroll - this year

State Start Status

E1: Init enroll - this year

Start Comments

\*Grade

11

Class Rank Exclude

☐

External LMS Exclude

☐

End Action

\*Service Type

P: Primary

Local End Status

PR: Promoted

State End Status

PR: Promoted

End Comments

Promoted Same School

The enrollment from the previous year will now show as Promoted in the enrollments list.

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year End Status: PR Promoted Promoted Same School				

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

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year End Status: PR Promoted Promoted Same School				

- Select the correct **grade** from the dropdown list.
- Change the Start Comments to **Promoted Same School** or **Promoted New School** as appropriate.
- Click **Save** to update the changes to the enrollment.

SaveDeleteNewPrint Enrollment HistoryNew Enrollment HistoryDocuments

General Enrollment Information

Enrollment ID 91861

Calendar

24-25 Harrison High

Schedule (read only)

Main

Grade

12

Class Rank Exclude

External LMS Exclude

\*Start Date

07/01/2024

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

Promoted Same School

End Comments

The student's previous and current year enrollment records should now be correct in the enrollments list. Follow up with reviewing the student's schedule as necessary.

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Promoted Same School				
End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year				
End Status: PR Promoted Promoted Same School				

## Incorrectly Promoted at End of Year

If a student was incorrectly promoted at the end of a school year, follow the steps below to correct the enrollments.

**Navigation: Select Student > Student Information > General > Enrollments**

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

Enrollment Editor				
Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Promoted Same School				
End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year				
End Status: PR Promoted Promoted Same School				

- Change the Local End Status to the appropriate **Retention** status code. See the [list](#) above.
- Change the End Comments to **Retained**.
- Click **Save** to update the changes to the enrollment.

Buttons: **Save** Delete New Print Enrollment History New Enrollment History Documents

### General Enrollment Information

Enrollment ID 97464

Calendar: 23-24 Harrison High

Schedule (read only): Main

\*Grade: 11

Class Rank Exclude: ☐

External LMS Exclude: ☐

\*Start Date: 01/01/2024

No Show: ☐

End Date: 06/30/2024

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

State Start Status: E1: Init enroll - this year

Start Comments:

\*End Action:

\*Service Type: P: Primary

Local End Status: RACD: Retention, Local Standards Academic

State End Status: RACD: Retention-Local Stds-Acad

End Comments: Retained

The enrollment from the previous year will now show as Retained in the enrollments list.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Promoted Same School End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year End Status: RACD Retention, Local Standards Academic Retained				

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

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Promoted Same School End Status:				
11	P	23-24 Harrison High	01/01/2024	06/30/2024
Start Status: E1 Init enroll - this year End Status: RACD Retention, Local Standards Academic Retained				

- Select the correct **grade** from the dropdown list.
- Change the Start Comments to **Retained**.
- Click **Save** to update the changes to the enrollment.

Buttons: **Save** Delete New Print Enrollment History New Enrollment History Documents

### General Enrollment Information

Enrollment ID 91861

Calendar: 24-25 Harrison High

Schedule (read only): Main

\*Grade: 11

Class Rank Exclude: ☐

External LMS Exclude: ☐

\*Start Date: 07/01/2024

No Show: ☐

End Date:

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

State Start Status: E1: Init enroll - this year

Start Comments: Retained

\*End Action:

\*Service Type: P: Primary

Local End Status: Select a Value

State End Status:

End Comments:

The student's previous and current year enrollment records should now be correct in the enrollments list. Follow up with reviewing the student's schedule as necessary.

### Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
11	P	24-25 Harrison High	07/01/2024	
Start Status: E1 Init enroll - this year Retained End Status:				
11	P	23-24 Harrison High	01/01/2024	
Start Status: E1 Init enroll - this year End Status: RACD Retention, Local Standards Academic Retained				



If the student was promoted from one school to another incorrectly, the student should be processed as a **No Show** for the current school. (NC No Show Process (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-no-show-process>))

The previous school should follow the enrollment steps to enroll the student. (Enrolling a Student Within District (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enroll-within-district>)) All previous enrollment information will remain unchanged.

## Retentions End of Year

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.



**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**

- 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

**Create New**

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input checked="" type="radio"/> Student
<input checked="" type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

## Filter Designer ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name:  (last name, first name)

Sort: Grade, Name ▾

**All Students**

- 5 Brown, Autumn #17684
- 5 Clary, Julius #25357
- 5 Fink, Amiyah #19516
- 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

**Selected Students**

- 1 Cairney, Daylen #15127
- 1 Rendon, Jadaven #16061
- KG Tarton Sucuc, Joseph #131697
- 5 Nelson, Natalia #21095

--->

<---

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.

**Enrollment End Batch Wizard** ☆

Student Information > General Student Administration > Enrollment End Batch Wizard

**Enrollment End Batch Process**

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 Coville 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 ☐ 10 ☐ 11 ☐ 12 ☐ 13  
☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 6  
☐ 7 ☐ 8 ☐ 9 ☐ ABE ☐ IT  
☒ KG ☐ OS ☐ PK ☐ PR  
☐ TK ☐ US

**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 screenshots illustrate the process of saving a filter for student records. The first screenshot shows the search interface with 'Student' selected. The second screenshot shows the 'Special Ed Disability' dropdown menu with a 'Select Filter' button. The third screenshot shows the 'Saved Filter' dialog for 'Retention Students 24-25' with 'Select Filter', 'Remove Filter', '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 student Beatty, Olivia. The page displays enrollment details for 24-25 Madison Elementary. The 'Local End Status' dropdown menu is open, showing a list of options including 'RT: Retained' and 'RACT: Retention-Local Stds-Acad'. A red arrow points to the 'RACT: Retention-Local Stds-Acad' option.

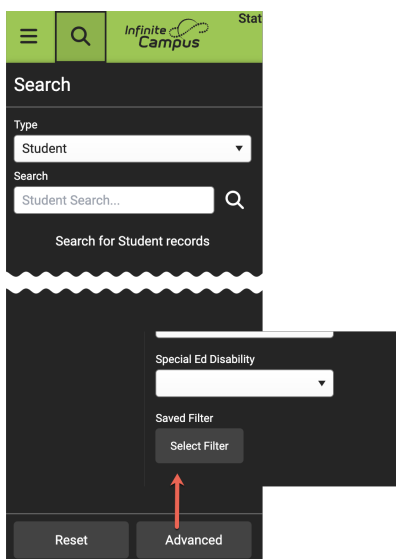
## Update Future Enrollment

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.



Saved Filter

Retention Students 24-25

Select Filter

Remove Filter

Search

Reset

Cancel

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

- 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

Local End Status

State Start Status

E1: Init enroll - this year

State End Status

E1: Init enroll - this year

Start Comments

CRDC School of Accountability

\*Service Type

P: Primary

Select a Value

End Comments

# 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.

NCSIS Knowledgebase | Article: Retention/Promotion | Last Updated: 12/04/2025 3:52 pm EST

---