

Retention/Promotion

05/21/2026 10:26 am EDT

Retentions End of Year

Prior to ending retention enrollments for the current year, ensure the following steps have been completed

1. **Enrollments are Rolled Forward** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-enrollments>)
2. Principal's Monthly Report 9 Submitted
3. Student Status for CTE Programs have been updated
4. **Graduate Enrollments have been ended** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy>)

Students that will be retained at the end of the school year will need to have their end status, end date, and end action updated prior to processing promoted students' end enrollments. This process can be done by updating each individual student's current enrollment local end status, end date, and end action or can be done by creating Retention ad hoc filter. The sections below provide a guide on creating a Retention Filter and updating the necessary fields using the filter.

ECS students who return for another year in grade 12, should have an end date of the last instructional day of the school year and a P: Promote end action. Follow the steps to Adding an XG Flag article to add an XG flag as applicable. The students should have a future enrollment in grade 12.

Create Retention Filter

Create a Retention ad hoc filter to use to complete the end enrollment process with the correct information for retained students. This can be completed by creating an hoc using the:

- **Advanced Person Search | NC Department of Public Instruction**
(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search>)
- **Infinite Campus Multi-Select | NC Department of Public Instruction**
(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/multi-select>)
- **Selection Editor | Infinite Campus** (<https://kb.infinitecampus.com/help/selection-editor>)

Student Numbers can be copied and used in the creation of an ad hoc using the Advanced Person Search or the Multi-Select ad hocs. The Selection Editor ad hoc allows the selection of students from a list.

Any updates to retentions, must be updated in the ad hocs manually.

End Retention Enrollments

Students that will be retained must have their enrollments ended prior to promoted students ending enrollments. Follow the steps below to end retained student's enrollments for the current year. If applicable, graduates should be processed before retentions are processed. Ending retention enrollments should be complete prior to ending promotion enrollments.



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 school year** as the End Date.
5. Select **EYC: EOY Completer** or **EYCN: COY Completer - New School** as the local end status.
 - a. **EYC: EOY Completer** applies to any student who has completed the year and is enrolled in school on the last day of the school year is expected to come back to the **same school** in the next school year.
 - b. **EYCN: EOY Completer - New School** applies to any student who has completed the year and is enrolled in school on the last day of the school year and is going to attend a **new school** in the next school year.
6. Select **R: Retain** as the End Action.
7. Click **Run** to end the current year enrollments for Retained students.

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, 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 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 to the following:

Select Calendars

- 25-26 High
- 25-26 Primary
- 25-26 Middle
- 25-26 Primary
- 25-26 Central Office
- 25-26 Primary
- 25-26 Elementary
- 25-26 High
- 25-26 Middle
- 25-26 Primary
- 25-26 LEP
- 25-26 NCDPI
- 25-26 OIEP

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date: 6/4/2026
 Local End Status: EYC: EOY Completer (Valid 25-26 thru 25-26)
 End Action: R: Retain

Graduation

Diploma Date: []
 Diploma Type: []
 Diploma Period: []
 Post Grad Location: []
 Post Grad Plans: []

Run

Select Grades

1 10 11 12 13 2 3 4
 5 6 7 8 9 ABE IT KG
 NG OS PK PR UG

Select Ad Hoc Student Filter

Retention Filter - Testing KJ

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. Each student in the filter should have an End Date, End Status, and End Action for the current year enrollment.

Review the table below to verify that student enrollment records have been updated with the correct end of year values.

Retention	Current Year End Date	Current Year End Action	Current Year Local End Status	Future Year Local Start Status	Future Year Grade Level
Same School Next Year	Last Instructional Day	R: Retain	EYC: EOY Completer	E1: Init enroll - this year	Same as previous year
New School Next Year	Last Instructional Day	R: Retain	EYCN: EOY Completer - New School	N/A	N/A

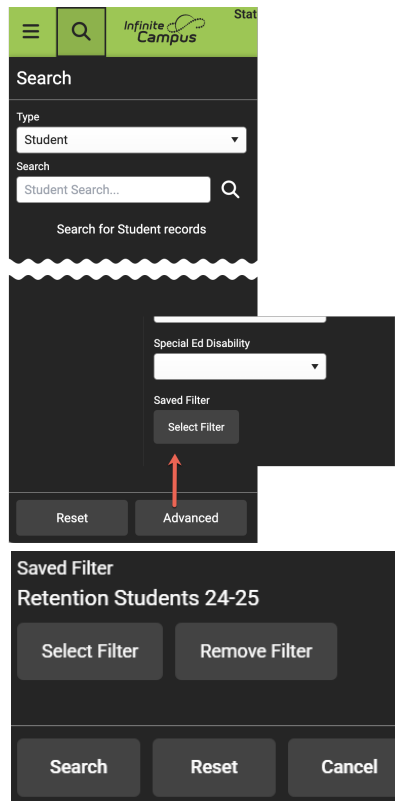
Update Retention Future Enrollments

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 Retention 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

Grade	Type	Calendar	Start Date	End Date
2	P	26-27 North Carolina Primary	08/25/2026	
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status:</i>				
1	P	25-26 North Carolina Primary	08/25/2025	06/04/2026
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: EYC EOY Completer</i>				
KG	P	24-25 North Carolina Primary	08/26/2024	06/03/2025
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: PR Promoted</i>				

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

Save
Delete
New
Print Enrollment History
New Enrollment History

General Enrollment Information

Enrollment ID 12346

Calendar 26-27 North Carolina Primary

Schedule (read only) Main

***Grade** 1

Class Rank Exclude External LMS Exclude

*Start Date 08/25/2026 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: 12346

All students future enrollment Start Status must be E1: Init enroll - this year.