

Retention/Promotion Corrections

06/03/2026 12:18 pm EDT

Follow the steps below to make corrections for retentions or promotions as needed.

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

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

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
4	P	26-27 Buchanan School	08/25/2026		
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status:</i>					
4	P	25-26 Buchanan School	08/25/2025	06/04/2026	
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status: EYC EOY Completer</i>					

- Change the End Action from R: Retain to **P: Promote**.

General Enrollment Information

Enrollment ID 955896

Calendar: 25-26 Buchanan School

Schedule (read only): Main

*Grade: 4

Class Rank Exclude:

External LMS Exclude:

*Start Date: 08/25/2025

No Show:

End Date: 06/04/2026

End Action: R: Retain

*Service Type: P: Primary

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

State Start Status: E1: Init enroll - this year

Start Comments:

End Comments:

- Click **Save** to update the previous year enrollment record.
- Click on the **current** year enrollment record.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
4	P	26-27 Buchanan School	08/25/2026		
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status:</i>					
4	P	25-26 Buchanan School	08/25/2025	06/04/2026	
<i>Start Status: E1 Init enroll - this year</i>					
<i>End Status: EYC EOY Completer</i>					

- Select the correct **grade** from the dropdown list.

- Click **Save** to update the changes to the enrollment.

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.

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.

Grade	Type	Calendar	Start Date	End Date
5	P	26-27 Buchanan School	08/25/2026	
Start Status: E1 Init enroll - this year End Status:				
4	P	25-26 Buchanan School	08/25/2025	06/04/2026
Start Status: E1 Init enroll - this year End Status: EYC EOY Completer				

- Change the End Action from P: Promote to **R: Retain**.
- Click **Save** to update the changes to the enrollment.

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

Grade	Type	Calendar	Start Date	End Date
5	P	26-27 Buchanan School	08/25/2026	
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status:</i>				
4	P	25-26 Buchanan School	08/25/2025	06/04/2026
<i>Start Status: E1 Init enroll - this year</i>				
<i>End Status: EYC EOY Completer</i>				

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

Save
Delete
New
Print Enrollment History
New Enrollment History

General Enrollment Information

Enrollment ID 956320

Calendar: 26-27 Buchanan School

Schedule (read only): Main

*Start Date: 08/25/2026

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

State Start Status: E1: Init enroll - this year

Start Comments:

*Grade: 4

Class Rank Exclude:

External LMS Exclude:

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.

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