

Retention/Promotion During School Year

06/24/2026 6:23 am EDT


Promoted at End of Year and Administratively Retained After School Starts

After the school year begins, a decision may be made to place a student in a different grade level. To ensure the student's enrollment history remains accurate, the enrollment in the original grade level should be ended before creating a new enrollment in the updated grade level. Follow the steps below to complete this process.

End Current Enrollment

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

- **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 the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



A Person is needed to use this tool.

Open Person Search
Or
Open Student Search
Open Household Search
Open Staff Search

- Select the **enrollment**.
- Enter the **last instructional day the student was in the current grade level** as the End Date.
- Select the **R: Retain** End Action.
- Select **W1: Transfer Withdrawal** End Action.
- Enter an **End Comment** documenting the administrative decision.
- Click **Save**.

[Save](#) [Delete](#) [New](#) [Print Enrollment History](#) [New Enrollment History](#)

General Enrollment Information

Enrollment ID 956113

Calendar: 26-27 Buchanan School
 Schedule (read only): Main
 *Grade: 2
 Class Rank Exclude:
 External LMS Exclude:

*Start Date: 08/25/2026
 No Show:
 End Date: 09/04/2026
 End Action: R: Retain
 *Service Type: P: Primary

*Local Start Status: E1: Init enroll - this year
 Local End Status: W1: Transfer Withdrawal

State Start Status: E1: Init enroll - this year
 State End Status: W1: Transfer Withdrawal

Create New Enrollment

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

- Click **New** to create a new enrollment.
- Enter the **first instructional day the student is in the new grade level** as the Start Date.
- Select **R1: Re-Entry - prev in W1** as the Local Start Status.
- Enter a **Start Comment** documenting the administrative decision.
- Locate the State Reporting Fields and select the correct **Admission Status** from the drop down.
- Select the correct **Resident District, Resident School, Serving District, and Serving School**.
- Click **Save**.

[Save](#) [New Enrollment History](#)

General Enrollment Information

Enrollment ID

*Calendar: 26-27 Buchanan School
 *Schedule: Main
 *Grade: 1
 Class Rank Exclude:
 External LMS Exclude:

*Start Date: 09/07/2026
 No Show:
 End Date:
 End Action:
 *Service Type: P: Primary

*Local Start Status: R1: Re-Entry - prev in W1
 Local End Status: Select a Value

State Start Status: R1: Re-Entry - prev in W1
 State End Status:

The enrollment history will display the previous and current enrollment.

Grade	Type	Calendar	Start Date	End Date
1	P	26-27 Buchanan School	09/07/2026	
Start Status: R1 Re-Entry - prev in W1 Administrative Decision				
End Status:				
2	P	26-27 Buchanan School	08/25/2026	09/04/2026
Start Status: E1 Init enroll - this year				
End Status: W1 Transfer Withdrawal				

Mid-Year Promotions

Some changes to student data can have a negative impact on the Principal's Monthly Report (PMR) if not handled correctly. When it is necessary to change one of the following for a student, a new enrollment should be created.

- Grade level changes
- Membership Status changes

Using this process will allow the user to make the necessary change(s) in the system without losing the student schedule or attendance.



Before ending the student's current enrollment, navigate to *Student Information > General > Attendance* and print the period or daily attendance report to maintain a record of the attendance for the student.

End Current Enrollment

Navigation: Menu > Student Information > General > Enrollments

- **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 the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

- Select the **current enrollment**.
- Enter an **End Date**, which should be the last day the student was in the current grade and/or membership.
- Enter a Local End Status of **W1: Transfer Withdrawal**.

[Save](#) [Delete](#) [New](#) [Print Enrollment History](#) [New Enrollment History](#) [Documents](#)

General Enrollment Information

Enrollment ID 98271

Calendar
 24-25 Jameson Elementary School

Schedule (read only)
 Main

***Grade**
 0

Class Rank Exclude

External LMS Exclude

***Start Date**
 09/03/2024

No Show

End Date
 10/01/2024

End Action
 [Dropdown]

***Service Type**
 P: Primary

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

Local End Status
 W1: Transfer Withdrawal

State Start Status
 E1: Init enroll - this year

State End Status
 W1: Transfer Withdrawal

Start Comments
 Initial Enrollment

End Comments
 [Empty Field]

- Enter an **End Comment** (optional).
- Click **Save**.

The student's current enrollment has now been ended.

Create New Enrollment

Navigation: Menu > Student Information > General > Enrollments

- Click **New**.

[New](#) [Print Enrollment History](#) [New Enrollment History](#) [Documents](#)

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
0	P	24-25 Jameson Elementary School	09/03/2024	

Start Status: E1 Init enroll - this year Initial Enrollment
End Status:

- Verify **Calendar** and **Schedule** are populated correctly.

General Enrollment Information

Enrollment ID 98272

Calendar → 24-25 Jameson Elementary School

Schedule (read only) → Main

***Grade** → 0

Class Rank Exclude

External LMS Exclude

- Select the correct **grade** from the dropdown.
- Enter the **Start Date**. This is the student's first day in the new grade or membership.

The previous enrollment end date and new enrollment start date should not overlap.

- Choose the correct **Service Type** from the dropdown.
- Choose **R1: Re-Entry - prev in W1** as the Local Start Status.

- Add a **Start Comment** (optional).

General Enrollment Information

Enrollment ID

*Calendar: 24-25 Jameson Elementary Schoo

*Schedule: Main

*Grade: 1

Class Rank Exclude:

External LMS Exclude:

*Start Date: 10/2/2024

No Show:

End Date:

End Action:

*Service Type: P: Primary

Local End Status: Select a Value

State Start Status: R1: Re-Entry - prev in W1

State End Status:

Start Comments:

End Comments:

- Locate the State Reporting Fields and select the correct **Admission Status** from the drop down.
- Select the correct **Resident District**, **Resident School**, **Serving District**, and **Serving School**.

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: 5724:Jameson Elementary

Serving District: 100:Brunswick County Sch

Serving School: 5724:Jameson Elementary

- Click **Save**.



The student's enrollment record will reflect an end enrollment and new enrollment with the correct local start and end statuses.

Grade	Type	Calendar	Start Date	End Date
1	P	24-25 Jameson Elementary Schoo	10/02/2024	
Start Status: R1 Re-Entry - prev in W1				
End Status:				
0	P	24-25 Jameson Elementary Schoo	09/03/2024	10/01/2024
Start Status: E1 Init enroll - this year Initial Enrollment				
End Status: W1 Transfer Withdrawal				

Update Student's Schedule

Navigation: Menu > Student Information > General > Schedule > Walk-In Scheduler

If the student will remain in the same sections, use the restore rosters steps below. If the student will be in new sections, search and select the new sections ensuring that the effective date is the same as the student's enrollment start date.

Restore Rosters

- Select the blue arrow next to **Load** and click **Restore**.
- In pop-up window enter student's enrollment **Start Date**.
- Click the blue **Restore** button.

Restore Rosters ✕

The student's schedule will be restored as of 7/15/2024.
 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
Clear

Cancel
Restore

- A green pop-up will verify Schedule has been Restored

□

Cross-site enrollment sections will have to be added back to the student's schedule manually.

□

Any attendance that occurred after the student's original enrollment end date, will have to be added back to the student's attendance record. Refer to the attendance reports saved at the beginning of this process.

For School Track Enrollment changes, the student must be enrolled in the correct school calendar. Follow the steps in [Student Enrollment Checklist](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist) to enroll a student in another school calendar.

NCSIS Knowledgebase | Article: Retention/Promotion During School Year | Last Updated: 06/24/2026 6:23 am EDT
