

Retention/Promotion During School Year

06/24/2026 6:28 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**.

SaveDeleteNewPrint Enrollment HistoryNew 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**.

SaveNew 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.

Enrollment Editor					
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 Schoo

Schedule (read only)

Main

*Grade

0

Class Rank Exclude

External LMS Exclude

*Start Date

09/03/2024

No Show

End Date

10/01/2024

*Local Start Status

E1: Init enroll - this year

State Start Status

E1: Init enroll - this year

Start Comments

Initial Enrollment

End Action

*Service Type

P: Primary

Local End Status

W1: Transfer Withdrawal

State End Status

W1: Transfer Withdrawal

End Comments

- 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 Schoo	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 Schoo

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 School

*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 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:

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:Brwnswick County Sch

Resident School: 5724:Jameson Elementary

Serving District: 100:Brwnswick County Sch

Serving School: 5724:Jameson Elementary

- Click **Save**.

Save

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

Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
1	P	24-25 Jameson Elementary School	10/02/2024	
Start Status: R1 Re-Entry - prev in W1				
End Status:				
0	P	24-25 Jameson Elementary School	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.

Schedule ☆

Campus, Daniel Student #: 171750002 Grade: 09 DOB: 09/15/2009
Computer Science Pathway

Filter Settings

	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	1100-0 Integrated Math I End date is not within section start and end dates.	1100-0 Integrated Math I End date is not within section start and end dates.	1100-0 Integrated Math I End date is not within section start and end dates.	1100-0 Integrated Math I End date is not within section start and end dates.
2	7150-2 Health 9 Palmer, Nathan End date is not within section start and end dates.	7150-2 Health 9 Palmer, Nathan End date is not within section start and end dates.	7100-5 Physical Education 9 Lifeflearn, Rebecca End date is not within section start and end dates.	7100-5 Physical Education 9 Lifeflearn, Rebecca End date is not within section start and end dates.
3	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.
4	4100-5 Physical Science A Aarons, Michigan End date is not within section start and end dates.	4100-5 Physical Science A Aarons, Michigan End date is not within section start and end dates.	4150-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.	4150-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.
	Unload	Scheduled Course	No Scheduled Course	No Scheduled Course
	End	2100-5 Geography A Clement, Donald	2150-5 Geography B Clement, Donald	2150-5 Geography B Clement, Donald

Requests

Scheduling Units: 0/28

Effective Date

+ Add Requests

COURSE NAME UNITS TYPE #

English 9 3100-3 4 E 1

Spanish I B 5115-2 2 E 2

Spanish I A 5110-1 2 E 3

Integrated Math I 1100-0 4 E 4

Physical Education 9 7100-5 2 E 5

Health 9 7150-2 2 E 6

Physical Science A 4100-5 2 E 7

Physical Science B 4150-5 2 E 8

Astronomy 4150-1 2 E 9

Geography A 2100-5 2 E 10

Choices 2640-2 2 E 11

Geography B 2150-5 2 E 12

Related Tools

Science Learning Group Assignments

Contact Log

Credit Summary

Ed-Fi Data

Enrollments

Fees

Flags

Forms

Grades

Graduation

Lockers

OLR Athletic Health Info

Person Documents

Profile

Programs

Records Transfer

Report Comments

Schedule

Standards Portfolio

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.

7/15/2024 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 \(https://nc-sandbox.knowledgeowl.com/home/enrollment-checklist\)](https://nc-sandbox.knowledgeowl.com/home/enrollment-checklist) to enroll a student in another school calendar.

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