

How To Document the Retention of A Student

The following are instructions on how to properly document within Infinite Campus the retention of students. Ensure the district paperwork and/or process has also been completed.

If unsure of the process, contact site administrator or Instructional Assistant Superintendent (IAS) of the school.

Prior Year Enrollment

1. Go to the student's Enrollment tab.
2. Select PRIOR enrollment record
3. Confirm the appropriate End Date and End Status
4. End Action: Select R: Retain
5. OPTIONAL: End comments

Screenshot

The screenshot shows the 'Enrollments' tab in Infinite Campus. The 'End Action' is set to 'R: Retain' and the 'Local End Status' is 'E155: Year End Grade Level Exit'. The 'End Date' is 06/17/2021. The 'Grade' is 04. The 'Service Type' is 'P: Primary'. The 'Local Start Status' is '15: Continuous within same school'.

Current Year Enrollment

1. Go to new student's Enrollment tab
2. Select NEW
3. In the **General Enrollment Information** area, enter appropriate Grade, Start Date and Start Status: 15 and other **Red** required fields
 - OPTIONAL: Start comments
4. Save student's enrollment

If the Enrollment already exists, just update the Grade to be the same as prior year.

*Do **NOT** enter End Action on current year. The student was retained based on last year, not current.*

Screenshot

The screenshot shows the 'Enrollments' tab in Infinite Campus. The 'End Action' is empty and the 'Local End Status' is 'Select a Value'. The 'Start Date' is 09/02/2021 and the 'Local Start Status' is '15: Continuous within same school'. The 'Grade' is 04. The 'Service Type' is 'P: Primary'. The 'State Start Status' is '15: Continuous within same school'.

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu