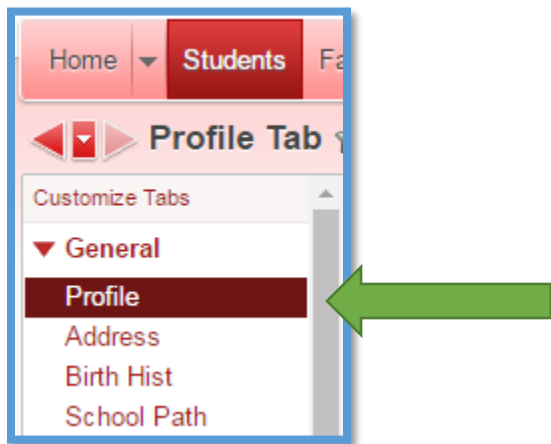


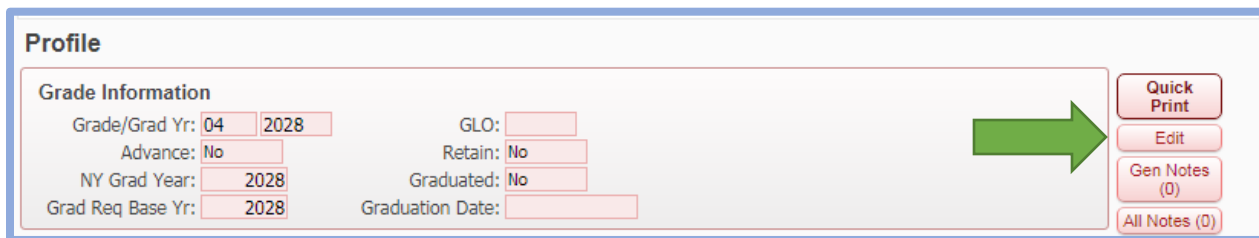
## Retaining Students for Next Year

This document is for office staff and provides instruction on retaining students at the end of the school year, when the student will not be progressing to the next grade level.

Go to: Students/Student Profile/General/Profile (WS/ST/TB/GE/TB/PR/PR)



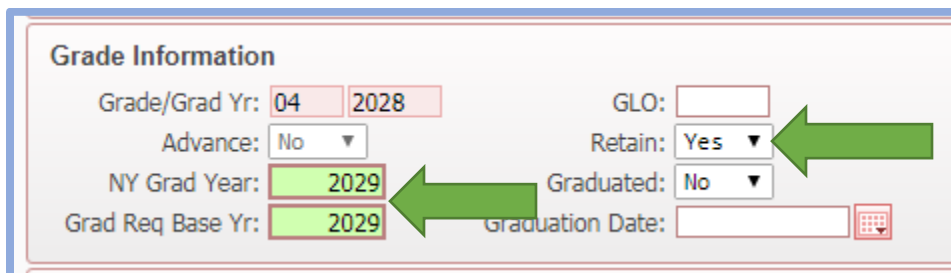
Click Edit



A screenshot of the 'Profile' form. The 'Grade Information' section contains the following fields: Grade/Grad Yr: 04 2028, Advance: No, NY Grad Year: 2028, Grad Req Base Yr: 2028, GLO: [empty], Retain: No, Graduated: No, Graduation Date: [empty]. On the right side, there are four buttons: Quick Print, Edit, Gen Notes (0), and All Notes (0). A green arrow points from the right towards the 'Edit' button.

Change Retain to Yes

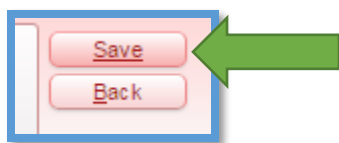
Change NY Grad Year and Grad Req Base Yr to the appropriate grade level (increase by 1 year).



A screenshot of the 'Grade Information' form with the following changes: Grade/Grad Yr: 04 2028, Advance: No, NY Grad Year: 2029, Grad Req Base Yr: 2029, GLO: [empty], Retain: Yes, Graduated: No, Graduation Date: [empty]. Green arrows point to the 'Retain' dropdown, the 'NY Grad Year' field, and the 'Grad Req Base Yr' field.

**NOTE: If you are retaining a 8<sup>th</sup>-12<sup>th</sup> grade student. You WILL NOT change the Grad Req Base Yr as their graduation requirements do not change.**

Click Save



You can view the updated information under Profile

Profile	
<b>Grade Information</b>	<input type="button" value="Quick Print"/>
Grade/Grad Yr: <input type="text" value="04"/> <input type="text" value="2028"/>	GLO: <input type="text"/>
Advance: <input type="text" value="No"/>	Retain: <input type="text" value="Yes"/>
NY Grad Year: <input type="text" value="2029"/>	Graduated: <input type="text" value="No"/>
Grad Req Base Yr: <input type="text" value="2029"/>	Graduation Date: <input type="text"/>
	<input type="button" value="Edit"/>
	<input type="button" value="Gen Notes (0)"/>
	<input type="button" value="All Notes (0)"/>

**Please Note:** If you are retaining a student who would have been transitioning to another building in the Fall (*Elementary to Middle School or Middle School to High School*), it is **very important** that you contact the future building and let them know that student will not be attending in the Fall. This is important because the student is already in their future scheduling and will need to be manually deleted in the future building.