

## Summer Promotion/Retention Process

This document will demonstrate how to enter summer promotions and retentions as well as summer school information for the RPG.

When students have a summer grade change or attend summer school, records in the SIS must be manually updated in order to be reflected correctly on the RPG. Course(s) and mark information must be entered in Historical Grades and grade level changes must be made with the appropriate promotion or retention code. Students can then be Transferred Out of school if they are moving to the next school level.

**Important:** For information on how to handle records for students graduating during the summer, please see the Summer Graduates QRD at [www.nc-sis.org](http://www.nc-sis.org).

### Enter Summer School Course Information

Courses taken during the summer must be entered into the student's historical grades in order to be reported on the RPG.

**Navigation:** Start Page > Select Student > Academics > Historical Grades

1. Search for desired student.
2. Click on **Historical Grades** under **Academics**.
3. On the **Historical Grades** screen click **Single New Entry**.
4. On the **New Stored Grade** screen, enter the following information:
  - a. **School Name** = Defaults to the current school
  - b. **School Year** = for 2012-13 enter 2012
  - c. **Store Code** = F1 (Must be F1)
  - d. **Hist. Grade Level** = Grade level of the student when course was taken
  - e. **Course Number-Section Number** or **Course Name** = enter either the Course code or the Course Name for the appropriate course
  - f. **Teacher Name** = Optional
  - g. **Grade** = Alpha grade earned in the class (A, B, C, D, F)
  - h. **GPA Points** = For high school courses only. When the Course Number is used to create this record this value when populate automatically when the record is saved.
  - i. **Added Value** = For high school courses only. When the Course Number is used to create this record this value when populate automatically when the record is saved.
  - j. **Percent** = % grade earned in the class
  - k. For high school courses:
    - i. **Earned Credit Hours** = Number of credit hours earned for the course
    - ii. **Potential Credit Hours** = Number of potential credits for the course
    - iii. **Display on Transcript** = Yes (if needs to be included on transcript)
    - iv. **GPA Calculation** = Include (if should be included in GPA)

## Summer Promotion/Retention Process

- v. **Class Rank calculation** = Include (if should be included in Rank)
- vi. **Honor Roll Calculation** = Include

**5. Click Submit.**

**New Stored Grade**

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School name

School year  (example: for 1998-1999 school year, enter 1998)

Store code

Hist. grade level

You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.

(a) Course number - Section number  -

(b) Course name

Teacher name

Grade

GPA points

Added value

Percent

Citizenship

Earned credit hours

Potential credit hours

Replaced grade

Credit type

Display on Transcript  Yes  No

GPA Calculation  Include  Exclude

Class Rank Calculation  Include  Exclude

Honor Roll Calculation  Include  Exclude

Once the summer course information has been entered, it must now be edited to add the How Taken of LOCS.

**6. On the Historical Grades screen, click the grade under F1.**

Multiple New Entries		Single New Entry		Previous School Names		Detail View
Year/Term	Grd Lvl	Course number	Course	Earned Credit	F1	
12-13 YR	9	10212XDXS	ENGLISH I	1.00	A	

**7. On the Edit Stored Grade screen, scroll to the bottom of the screen and select LOCS from the How Taken dropdown.**

## Summer Promotion/Retention Process

Start Page > Student Selection > Historical Grades > Edit Stored Grade

### Edit Stored Grade

School	
School year (Term)	2012-2013 (2012-2013)
Store code	F1
Hist. grade level	9
Associated section	None
Course number	10212X0XS
Course name	ENGLISH I
Teacher name	
Associated grade scale	Standard Letter Scale
Grade	A
GPA points	4
Added value	0
Percent	94
Citizenship	
Absences	0
Tardies	0
Earned credit hours	1

Repeated Course Grade Suppression

Grade Suppression Calculation  Include  Exclude

Display on Transcript  Yes  No

GPA Calculation  Include  Exclude

Class Rank Calculation  Include  Exclude

Honor Roll Calculation  Include  Exclude

Graduation Calculation  Include  Exclude

Teacher comment

Change history [8/8/13-09:56:51 AM-u33106-s920316]New

Extended Data

Academic Level

Absences

Course Length

High School Credit

High School Credit Apply

How Taken

State

Delete Submit

8. Click **Submit**.

## Update Summer Promotion/Retention Information

In order for the RPG report to be correct, it is important to properly update student records with promotion status at the end of the year and at the end of the summer. The previous enrollment record is updated with the status information while the current record is updated with the grade level information.

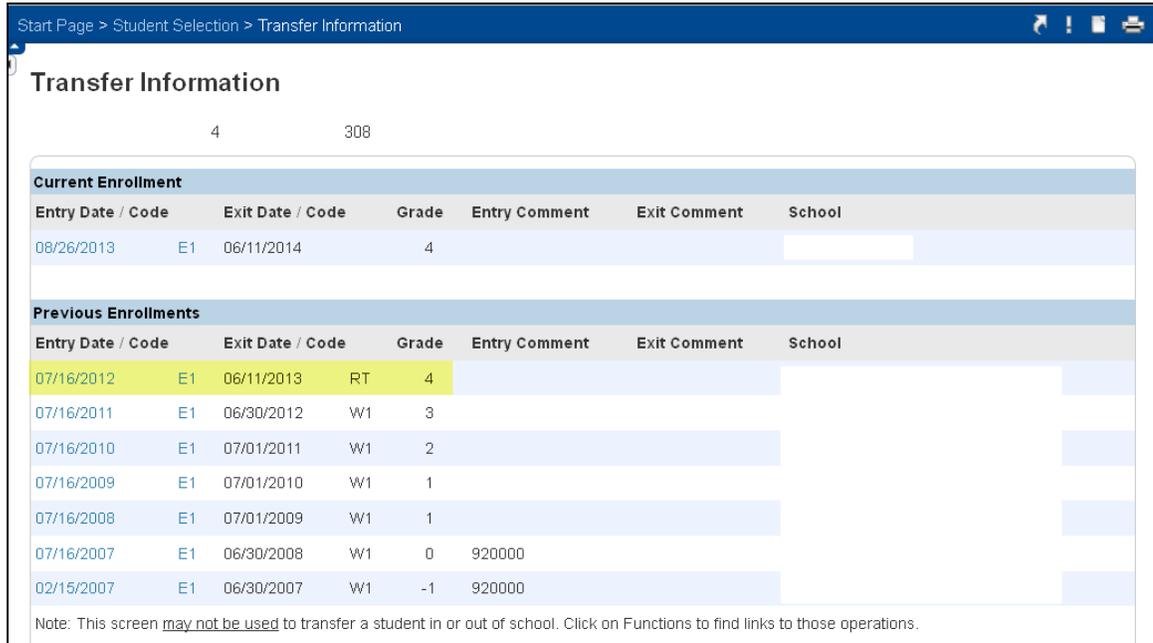
**Navigation:** Start Page > Select Student > Enrollment > Transfer Info screen

## Summer Promotion/Retention Process

### Update Previous Enrollment Record

The *last* enrollment record from the previous year must be updated with the correct promotion or retention status at the end of the school year (last year) and the status at the end of summer. Follow the instructions below to update the appropriate fields.

1. On the **Transfer Info** screen, click the *last* Previous Enrollment record from last year.



The screenshot shows a web application window titled "Transfer Information". The breadcrumb trail is "Start Page > Student Selection > Transfer Information". The page displays two tables: "Current Enrollment" and "Previous Enrollments".

**Current Enrollment**

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
08/26/2013 E1	06/11/2014	4			

**Previous Enrollments**

Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School
07/16/2012 E1	06/11/2013 RT	4			
07/16/2011 E1	06/30/2012 W1	3			
07/16/2010 E1	07/01/2011 W1	2			
07/16/2009 E1	07/01/2010 W1	1			
07/16/2008 E1	07/01/2009 W1	1			
07/16/2007 E1	06/30/2008 W1	0	920000		
02/15/2007 E1	06/30/2007 W1	-1	920000		

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

2. On the **Edit Previous Enrollment** screen update the following fields:
  - a. **Admission Status** = select the appropriate status for the student from the drop-down.
  - b. **Promotion Status** = select the correct status for this student at the end of the school year (2012-13).
  - c. **Promotion Status Summer** = select the correct status for this student at the end of the summer.

**Note:** Make sure that **Full-Time Equivalency** is populated before selecting **Submit**.

3. Click **Submit**.

## Summer Promotion/Retention Process

**Edit Previous Enrollment**

4 308

Entry Date: 7/16/2012 (calendar icon)

Entry Code: E1 (E1 Int enroll - this year)

Entry Comment: [text area]

Exit Date: 06/11/2013 (calendar icon)

Exit Code: RT (RT Retained)

Exit Comment: [text area]

**Full-Time Equivalency:** Full-Time

Grade Level: 4

Track: [dropdown]

LEA of Residence: [dropdown]

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to these operations.

**Extended Data**

Admission Status: MST1

Days Present: 171.0

Days Absent: 9.0

Unexcused Absences: 5.0

Promotion Status: Retention - Local Stds - Acad

Promotion Status Summer: Promotion

Secondary Enrollment: No

[Delete] [Submit]

### Update Current Enrollment Record

The current enrollment record must be updated with the correct grade level for the student for the coming school year. Follow the instructions below to properly update the record.

1. On the **Transfer Info** screen, click the **Current Enrollment** record.

Start Page > Student Selection > Transfer Information

**Transfer Information**

4 308

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/26/2013	E1 06/11/2014	4				

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
07/16/2012	E1 06/11/2013	RT	4			
07/16/2011	E1 06/30/2012	W1	3	920467		

2. On the **Edit Current Enrollment** screen select the correct **Grade Level** for the student from the drop-down.

## Summer Promotion/Retention Process

Start Page > Student Selection > Edit Current Enrollment

### Edit Current Enrollment

4 308

Entry Date: 8/26/2013 (MM/DD/YYYY) \*

Entry Code: E1 (E1 Init enroll - this year)

Entry Comment (entry & exit):

Exit Date: 06/11/2014 (MM/DD/YYYY) \*

Exit Code:

Exit Comment:

Full-Time Equivalency: Full-Time

**Grade Level: 5**

Track:

LEA of Residence:

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

**Admission Status: MST1**

Dropout Data

Dropout Reason:

Verified Dropout:

**Submit**

3. Update the **Admission Status** if necessary.
4. Click **Submit** to save changes.

Start Page > Student Selection > Transfer Information

### Transfer Information

5 308

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/26/2013 E1	06/11/2014	5				

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
07/16/2012 E1	06/11/2013	RT 4				
07/16/2011 E1	06/30/2012	W1 3				

The **Transfer Info** screen should now show the student as retained at the end of the school year (in this case) and then in the next grade level for the new school year. In this example, the student was retained in 4<sup>th</sup> grade at the end of the school year and then promoted to 5<sup>th</sup> grade at the end of summer for the new school year.

**Note:** If the student will be attending a different school for the new school year, please follow the proper steps to **Transfer Out** and/or **Transfer To Another School** if necessary.

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