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.

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)

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

5. Click **Submit**.

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.

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

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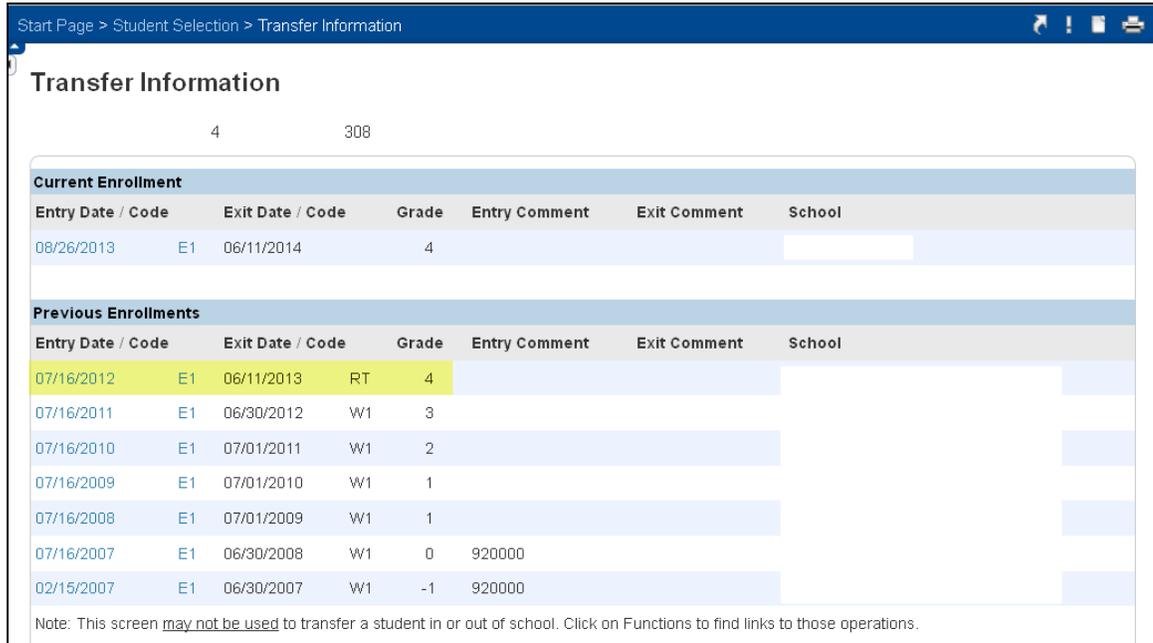
Navigation: Start Page > Select Student > Enrollment > Transfer Info screen

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.

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`.

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.

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

3.   Update the **Admission Status** if necessary.

4.   Click **Submit** to save changes.

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 4th grade at the end of the school year and then promoted to 5th 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.