



# **Retention/Promotion/Graduation (RPG) Guide**

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**TABLE OF CONTENTS**

|  |           |
|--|-----------|
| <b>Introduction .....</b>  | <b>3</b>  |
| <b>About the RPG .....</b>   | <b>4</b>  |
| <b>Promotion/Retention of Students during Year-End Transition .....</b>              | <b>5</b>  |
| <b>Promotion/Retention Changes in eSIS .....</b>                                     | <b>6</b>  |
| Promotion of Students after Summer School .....                                      | 6         |
| Students Remaining in the Same School .....  | 6         |
| Students Moving to another School with No Course Selections at the Next School.....  | 7         |
| Students Moving to another School Who Have Course Selections at the Next School .... | 8         |
| <b>Summer Graduates .....</b>  | <b>10</b> |
| Exceptional Children/Pre-K Students .....  | 11        |
| <b>Correcting an Incorrect Retention .....</b>                                       | <b>12</b> |
| <b>Correcting an Incorrect Promotion .....</b>                                       | <b>13</b> |
| Dealing With Dropout Students Who Graduate Over the Summer .....                     | 14        |
| <b>Summer School .....</b>   | <b>15</b> |
| <b>Visiting Students Who Graduate .....</b>  | <b>16</b> |
| <b>The RPG UERS Report .....</b>   | <b>17</b> |
| <b>Reconciling UERS and eSIS.....</b>  | <b>19</b> |

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## **Introduction**

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The RPG report is based on the Non-Promotion Revision Report previously submitted via a paper report by schools each year. This report is used to provide the State Board of Education and other interested parties disaggregated information on retention data from schools. It is collected during September based on data from the previous school year.

## About the RPG

The RPG data file will contain a record for every student who completed the school year at a given school and will include the following information:

| Data Field                          | Description  | Source   |
|-------------------------------------|--|--|
| School ID                           | Six-character LEA+school code  | School Details   |
| Pupil Number                        | Student's eSIS pupil number  | Basic screen   |
| Social Security Number              | Student's eSIS SSN   | Basic screen   |
| Grade Level                         | Student's grade level at the end of the previous year  | Homeroom History   |
| Ethnic Code                         | Student's ethnic code  | Basic screen   |
| Gender                              | Student's gender   | Basic screen   |
| Exceptionality                      | Student's primary exceptionality code  | SPED Lite  |
| Promotion Status                    | Promotion status code as of the last day of the school year <ul style="list-style-type: none"> <li>▪ PROM</li> <li>▪ RACD</li> <li>▪ RADM</li> <li>▪ RATN</li> <li>▪ RSTA</li> <li>▪ GDPL</li> <li>▪ GCER</li> </ul> | Homeroom History: <ul style="list-style-type: none"> <li>▪ "R" indicator and retention reason codes (RACD, RADM, RATN, RSTA)</li> <li>▪ "P" indicator maps to PROM code</li> </ul> Student Diploma screen: <ul style="list-style-type: none"> <li>▪ Diploma type maps to GDPL or GCER</li> </ul> |
| Summer School                       | Summer school code <ul style="list-style-type: none"> <li>▪ LOCS</li> </ul>  | Credit Details / 'How Taken' code for courses taken in summer school   |
| Post Summer School Promotion Status | Promotion status code after summer school <ul style="list-style-type: none"> <li>▪ PROM</li> <li>▪ RACD</li> <li>▪ RADM</li> <li>▪ RATN</li> <li>▪ RSTA</li> <li>▪ GDPL</li> <li>▪ GCER</li> </ul>                   | Homeroom History: <ul style="list-style-type: none"> <li>▪ "R" indicator and retention reason codes (RACD, RADM, RATN, RSTA)</li> <li>▪ "P" indicator maps to PROM code</li> </ul> Student Diploma screen: <ul style="list-style-type: none"> <li>▪ Diploma type maps to GDPL or GCER</li> </ul> |

# Promotion/Retention of Students during Year-End Transition

Promotion and retention information comes from each student's **Home Room History** screen:

**Navigation:**    **Main Menu > Change Student > Home Room History**

## Home Room History screen

The screenshot shows a software window titled "Home Room History". At the top, there are input fields for "302", "Wise County 1 High School 1", and a dropdown menu for "Homeroom" set to "No Homeroom". Below this are fields for "Pupil Number" (354873), "Legal Last Name" (Gillespie), "Suffix", "Legal First Name" (Laquandra), "Gender" (F), "Birth Date" (07/14/1989), "Grade" (09), and "Middle Name".

The main section is a table titled "Home Room History" with the following columns: Hrm, Gr..., Prmd. Gr, Indica..., Prmd. Date, Retention Reason, Room, Teacher, and Pr. The table contains four rows of data:

| Hrm    | Gr... | Prmd. Gr | Indica... | Prmd. Date | Retention Reason            | Room | Teacher      | Pr         |
|--------|-------|----------|-----------|------------|-----------------------------|------|--------------|------------|
| 0180   | 08    |          |           |            | Retention - State Standards | A215 | Shaver Miles | Shaver, Mi |
| 0180   | 08    |          |           |            | Retention - State Standards | A215 | Shaver Miles | Shaver, Mi |
|        | 08    | 08       | R         | 07/01/2005 | Retention - State Standards |      |              | Shaver, Mi |
| NO HRM | 08    | 09       | P         | 08/01/2005 |                             |      |              | Parks, Ala |

At the bottom left, a legend defines the indicator codes: P = Promoted, R = Retained, D = Change of Homeroom, and W = Withdrawal. The bottom right of the window contains navigation icons.

This log is automatically created during the Year End Transition (YET) process based on data in the **Pre-Transition List**. Any student who was retained at the end of the year should have had the Next Grade and Retention Reason fields modified in the pre-transition list to indicate that the student is not moving up to the next grade level and why. The YET process uses this list to create an entry in the **Home Room History** screen.

A "P" indicates promotion; an "R", along with an appropriate retention reason code, indicates retention.

# Promotion/Retention Changes in eSIS

## Promotion of Students after Summer School

### *Students Remaining in the Same School*

A student is promoted as a result of attending summer school, and will be attending the same school.

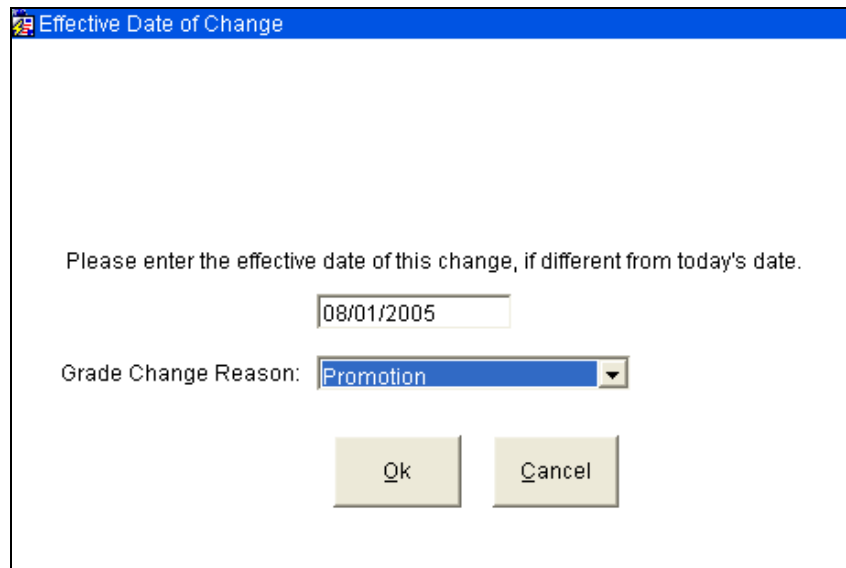
1. Enter any final marks (see Summer School section of this document).
2. On the **Basic Student Demographics** screen, change the student's grade to the next grade.

### Basic Student Demographics screen

The screenshot displays the 'Basic Student Demographics' interface. On the left, the student's information is populated: Current School (700 Wise County 1 High School 2), Pupil No. (360015), Gender (Male), Legal Last Name (Davis), Legal First Name (Azavious), Usual Last Name (Davis), Birth Date (05/17/1990), and Admission Information (Reason: E1 Init enroll - this year, Date: 08/01/2005, Grade: GR 09). A 'Grades' dialog box is open in the center, showing a list of grades (GR 09, GR 10, GR 11, GR 12) with 'GR 10' selected. The dialog includes a search field 'Find GR %' and 'OK' and 'Cancel' buttons. The main window has a 'Not Registered' status and a 'Memo' button. At the bottom, there are navigation arrows, CHR and NHR fields, and a 'Demo Log' button.

3. The user will be prompted: '**Please enter the effective date of change, if different from today's date**'. The date used must be after summer school (and YET) and before Day 0 of the current school year.

## Effective Date of Change screen



Effective Date of Change

Please enter the effective date of this change, if different from today's date.

08/01/2005

Grade Change Reason: Promotion

Ok Cancel

4. Select **Promotion** for the grade change reason. This writes a promotion record to the student's **Home Room History** screen with the indicated effective date.
5. Review the student's **Home Room History** screen. The student should have a retention record as of the date of the Year End Transition. The student should also have a promotion record with an effective date after summer school (and YET) and before Day 0 of the current school year.

### ***Students Moving to another School with No Course Selections at the Next School***

A student is promoted as a result of attending summer school and will be moving to another school.

1. Current School – Enter any final marks (see the Summer School section of this document).
2. Change student grade on the **Basic Demographic** screen to correct next grade. Use **Promotion** for the **Grade Change Reason** and use a date after YET and summer school but before Day 0 of the current year. This automatically writes the promotion record to the student's **Home Room History** screen with an effective date after summer school.

**Note:** Current School – If the student is moving to a different school type (elementary to middle or middle to high), add the next grade level to **Grades and Catchments** (one grade level above highest grade in school) in order to promote the student.

3. Withdraw Student as a **W7** using the same date as the promotion.
4. Review the student's **Home Room History** screen. The student should have a retention record as of the date of the YET and a promotion record after summer school.
5. Next School – Admit student.

### **Students Moving to another School Who Have Course Selections at the Next School**

A student is promoted as a result of attending summer school and will be moving to another school. Course options have been entered at the next school.

1. Current School – Enter any final marks (see the *Summer School* section of this document).
2. Change student grade on the **Basic Student Demographics** screen to correct next grade. Use Promotion for the **Grade Change Reason** and use a date after YET and summer school but before Day 0 of the current year.

**Note:** Current School – If the student is moving to a different school type (elementary to middle or middle to high), add the next grade level to **Grades and Catchments** (one grade level above highest grade in school) in order to promote the student.

3. Withdraw the student as a **W7** using a date after summer school but before Day 0.
  - a. Enter the next school for the student within your LEA in the **Next School** field on the **Withdrawal** screen.

#### Withdrawal screen

The screenshot shows the 'Withdrawal' screen with the following details:

- Student Information:** Pupil Number 360015, Legal Last Name Davis, Suffix, Legal First Name Azavious, Gender M, Birth Date 05/17/1990, Grade 09, Middle Name.
- Withdrawal Parameters (highlighted):** Date 08/01/2005, Reason W7 Tx to other sch aft yr end.
- Next School (highlighted):** Wise County 1 High School 2.
- Options:**
  - Expulsion
  - Remove Locker Information for Home School
  - Remove Locker Information for Other Schools
- Planned Destination:** and/or
- Memo (Information For New School):**
- Review Items:** Notes, Incidents, Fee/Refund, Extra-Curricular, Assistance, Programs, Adm/Wdr History, Register, Cross-Enrollment, Print Student Transfer Record.
- Buttons:** Withdraw, No Show.

- b. Click the **Withdraw** button.

- c. Click **OK** to indicate that all reports for this student have been printed. This opens the **Final Check!** screen.

### Final Check! Screen

- d. Enter **Cross Enrollment Withdrawal Reason (W7)**.
- e. Check the **Transfer to Cross-Enrolled School** box (this will automatically uncheck the **Withdraw From All Schools** box).
- f. Select the receiving school name from the **School** drop-down menu.
- g. Select **E1 Init enroll – this year** from the **Admission Reason** drop-down menu.
- h. Click on **Continue Withdraw** (answer questions related to the student withdrawing as appropriate). Student is transferred to the receiving school with schedule intact.

# Summer Graduates

Graduation information is entered on the **Student Diploma** screen. If dates exist in the Diploma Met and Diploma Issued fields, the student is considered a graduate. The diploma type for a student determines whether a GDPL or GCER graduation code is used in the RPG file. If attending summer school allows a 12th grader to graduate, then the following records must be created/updated:

1. Enter any final marks (see the *Summer School* section of this document).
2. Change grade level from **12** to **GR** (see previous section of this document) to create a promotion record on the **Home Room History** screen. The date used must be after YET and summer school and prior to Day 0 of the current school year.
3. Click the **Diploma Dates** button to enter the **Diploma Met** and **Diploma Issued** dates. The dates used must be after the summer course-completed date used in **Credit Details** and before Day 0 of the current school year.

## Student Diploma Screen

The screenshot shows the 'Student Diploma Screen' interface. At the top, there are fields for Pupil Number (770641), Legal Last Name (Adamsons), Legal First Name (Kourtney), Gender (F), Birth Date (05/17/1990), Grade (12), and Middle Name. Below these are fields for Diploma Type (CPCT (6) 2004/05) and Intended Career Development Program (Public Service Technologies). A table lists credit requirements for various subjects, with columns for Required, Earned, Needed, Waived, and Assoc CDP. A summary bar shows 'Eqv. Credits Granted: 0.000' and 'Total Credits Earned To Date: 23.500'. On the right, there is a 'Ranking School and Date' section with a table for Unweighted and Weighted Rank and GPA. At the bottom, there are buttons for 'Analyze Diploma' and 'Middle School C.'.

| Option                      | Required | Earned | Needed | Waived | Assoc CDP |
|-----------------------------|----------|--------|--------|--------|-----------|
| For Diploma                 | 21.000   | 19.500 | 1.500  |        |           |
| Compulsory                  | 19.000   | 17.500 | 3.500  |        |           |
| Optional                    | 2.000    | 2.000  | 0.000  |        |           |
| English                     | 4.00     | 4.00   | 0.00   |        | Not Met   |
| Math                        | 4.00     | 4.00   | 0.00   |        | Not Met   |
| Science                     | 3.00     | 3.00   | 0.00   |        | Met       |
| Social Studies              | 3.00     | 2.50   | 0.50   |        | Not Met   |
| Health & Physical Education | 1.00     | 1.00   | 0.00   |        |           |
| Second Language             | 2.00     | 0.00   | 2.00   |        | Not Met   |
| Career / Technical          | 4.00     | 3.00   | 1.00   |        |           |
| Other                       | 2.00     | 6.00   | 0.00   |        |           |

|             | Unweighted | Weighted |
|-------------|------------|----------|
| Rank        | 26         | 49       |
| Rank Out Of | 277        | 277      |
| GPA         | 3.5714     | 3.6122   |

4. Finally, the student must be withdrawn as a **W6**.

### Exceptional Children/Pre-K Students

Occasionally students, particularly exceptional children and Pre-K students, do not advance grade levels each year, but are not considered retained. When you modify the **Next Grade** field on the **Pre-Transition List** to indicate that the student is not moving up to the next grade, an **"R"** indicator is written to the **Home Room History** screen during the YET process. After YET, the user will need to manually change the **"R"** indicator to **"P"**. If there is an associated **Retention Reason**, it must be deleted.

1. On the **Home Room History** screen, highlight the retention record.

#### Home Room History screen

| Hrm  | Gr. | Prmd. Gr | Indica... | Prmd. Date | Retention Reason            | Room | Teacher       | Pr         |
|------|-----|----------|-----------|------------|-----------------------------|------|---------------|------------|
| 812  | 08  | 08       | W         | 01/20/2005 | Retention - State Standards | Rusc | Sawyer Adrian | Sawyer, A  |
| 0700 | 08  |          |           |            | Retention - State Standards | A213 | Shaver Miles  | Shaver, Mi |
|      | 08  | 08       | R         | 07/01/2005 | Retention - State Standards |      |               | Shaver, Mi |
|      |     |          |           |            |                             |      |               |            |
|      |     |          |           |            |                             |      |               |            |
|      |     |          |           |            |                             |      |               |            |
|      |     |          |           |            |                             |      |               |            |
|      |     |          |           |            |                             |      |               |            |
|      |     |          |           |            |                             |      |               |            |

Legend for Indicator : P = Promoted  
R = Retained  
D = Change of Homeroom  
W = Withdrawal

2. Change **"R"** to **"P"**.
3. Select the blank line from the **Retention Reason** drop-down and click **Save**.

## Correcting an Incorrect Retention

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If a student was incorrectly retained during the YET process, use the following steps to correct this information.

1. On the **Basic Student Demographics** screen, change the student's grade level to the correct grade. This will create a second record on the **Home Room History** screen, one being the retention from YET, and one from the manual change for the promotion (the school data manager can do this step).
2. The LEA Coordinator must then go to the **Home Room History** screen of the PMR Recon Form and delete the record just created.
3. Then modify the original record by:
  - a. changing the 'R' indicator to 'P'
  - b. changing the grade level up one grade
  - c. removing the Retention Reason
4. Click **Save**.

**Important:** Do not skip step 1 even though you are going to delete this record in step 2. Changing the grade level on the **Home Room History** screen does not update the **Basic Student Demographics** screen.

**Note:** If, through YET, the student was transitioned from one school level to another (i.e. Middle to High), the current school will need to withdraw the student and transfer him back to the previous school. The new school will then need to correct/verify the information on the **Home Room History** screen.

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## Correcting an Incorrect Promotion

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A student was incorrectly promoted during the YET process.

1. On the **Basic Student Demographics** screen, change the student's grade level back to the original grade. This will create a second record on the **Home Room History** screen, one being the promotion from YET, and one from the manual change.
2. The LEA Coordinator must then go to the **Home Room History** screen of the PMR Recon Form and delete the record just created.
3. Then modify the original record by:
  - a. changing the 'P' indicator to 'R'
  - b. changing the grade level back one grade
  - c. adding the Retention Reason
4. Click **Save**.

**Important:** Do not skip step 1 even though you are going to delete this record in step 2. Changing the grade level on the **Home Room History** screen does not update the **Basic Student Demographics** screen.

**Note:** If, through YET, the student was transitioned from one school level to another (i.e. Middle to High), the current school will need to withdraw the student and transfer him back to the previous school. The new school will then need to correct/verify the information on the **Home Room History** screen.

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## Dropout Students Who Graduate in the Summer

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This section of the documentation deals with the following scenario:

A school has a student that withdrew in March as a W2 and is not listed on the RPG. The student attended the second session of summer school and completed course work and is now ready to graduate.

### Correct Procedure to Handle Dropout Students

1. The diploma met/issue dates must be populated on the **Diploma Screen** with a summer date after YET, but before the 0 day of the current school year.
2. The student grade level needs to be changed on the **Basic Student Demographics** screen to graduate with a summer date after YET, but before the 0 day of the current school year with a reason of promotion. This will write a promotion record on the Homeroom History tab in the PMR Recon Form.
3. Navigate to the **NCWISE PMR Reconciliation Form** and perform following steps:
  - a. On the Admission/Withdraw tab :
    - i. Add an admit summer date (i.e.: 07/21/09) as an R6 (previous W2)
    - ii. Add a withdrawal summer date (i.e.: 07/22/09) as a W6 (graduate)
    - iii. Change the upper withdraw date to the summer withdraw date (07/22/09)
    - iv. Change the upper withdraw code to the summer withdraw code (W6)
  - b. On the Homeroom History tab:
    - i. Add a retention line with the same date as the W2 with the reason being 'Admin Decision.'
    - ii. Verify there is a line showing the promotion record from grade 12 to GR. This record should be dated after YET, but before the 0 day of the current school year and should have an indicator of P.

# Summer School

Summer School information comes from a student's **Credit Details** screen. The **How Taken** field will be used to indicate that a student attended summer school by selecting **LOCS (Locally defined Summer School)**

Credit Detail screen

The screenshot shows the 'Credit Detail' window for a student at Wise County 1 High School 1. The student's name is Laquandra Gillespie, born 07/14/1989, in grade 09. Below the student information is a table of credits. The table has columns for Code, Course Desc., Subject Cat., School, How Taken, Hrs, Abs, Sequence, Course Ty..., and Ex. The row for 'Lang 8' (Code 1010C8) is highlighted with a red box, and its 'How Taken' field is set to 'LOCS - Lo...'. Other courses listed include Computer Appl., Science 8, Soc St 8, Remedial Readin, Family/Consumer, and Math 8.

| Code   | Course Desc.    | Subject Cat. | School | How Taken    | Hrs | Abs | Sequence | Course Ty... | Ex    |
|--------|-----------------|--------------|--------|--------------|-----|-----|----------|--------------|-------|
| 6400CY | Computer Appl.  |              | 0      | Regular D... |     |     |          |              | ? 640 |
| 1010C8 | Lang 8          |              | 356    | LOCS - Lo... |     |     |          |              | ? 101 |
| 3001CY | Fe              |              | 0      | Regular D... |     |     |          |              | ? 900 |
| 3001C8 | Science 8       |              | 0      | Regular D... |     |     |          |              | ? 300 |
| 1010C8 | Lang 8          |              | 0      | Regular D... |     |     |          |              | ? 101 |
| 4001C8 | Soc St 8        |              | 0      | Regular D... |     |     |          |              | ? 400 |
| 1001CY | Remedial Readin |              | 0      | Regular D... |     |     |          |              | ? 100 |
| 7009CY | Family/Consumer |              | 0      | Regular D... |     |     |          |              | ? 700 |
| 2001C8 | Math 8          |              | 0      | Regular D... |     |     |          |              | ? 200 |

Failed Courses are displayed in red

Buttons at the bottom: Add from Course List, Detail, Print, DEL, Mouse, List, Monitor.

This means that each student who attended summer school MUST have a credit detail record entered. If the student is a high school student, the appropriate course code(s) are used. If the student is not a high school student, the school can use a self-contained course (0000) or a course designated by the LEA. The date used for the course must be after the YET and summer school date and before Day 0 of the current school year. This is the only place the RPG has available data to include summer school information. All summer school students MUST have a credit detail record entered.

## Visiting Students Who Graduate

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In some instances, schools have visiting students who receive diplomas.

These students should not be counted on the RPG, but because they have existing diploma met and diploma issued dates, these students will show up during the RPG reporting process.

Please take the following steps for all Visiting Students who receive diplomas for your school.

1. Remove the diploma met and diploma issued dates from the **Diploma Screen** for all visiting students who graduated.
2. Approve the Retention Promotion Graduation (RPG) report.
3. Add the diploma met and diploma issued dates back through the **Diploma Screen** after the RPG has been approved.

# The RPG UERS Report

The RPG report is accessed through the UERS web site by the appropriate school/LEA users.

## Sample RPG screen

The screenshot shows the ncwise UERS web application interface. At the top, there is a navigation menu with options like Profile, UERS, Test Upload, and User Security. The main content area is titled 'Retention/Promotion/Graduation Report'. It displays a metadata section with the following information:

- Run Date: 2007
- Effective Date: 07/01/2006
- Report Year: 2007
- LEA ID:
- School:
- Telephone:
- Street Addr:
- City:
- State:
- Zip:

Below the metadata, there are 'Approve' and 'Disapprove' buttons. The main data is presented in a table:

| Retention/Promotion/Graduation | Status at End of Regular School Year | Type of Summer School<br>BEPS | Type of Summer School<br>LOCS | Status at End of Summer School |
|--------------------------------|--------------------------------------|-------------------------------|-------------------------------|--------------------------------|
| GCER                           | 1                                    | 0                             | 0                             | 1                              |
| GDPL                           | 369                                  | 0                             | 2                             | 375                            |
| NONE                           | 0                                    | 0                             | 0                             | 0                              |
| PROM                           | 1305                                 | 0                             | 27                            | 1320                           |
| RACD                           | 0                                    | 0                             | 0                             | 0                              |
| RADM                           | 0                                    | 0                             | 0                             | 0                              |
| RATN                           | 0                                    | 0                             | 0                             | 0                              |
| RSTA                           | 72                                   | 0                             | 23                            | 51                             |
| TOTALS                         | 1747                                 | 0                             | 52                            | 1747                           |

| Column   | Definition   |
|--|--|
| Retention/Promotion/Graduation   | <p>Abbreviation describing a RPG Code. RPG Codes can be one of the following:</p> <ul style="list-style-type: none"> <li>GCER – Graduated with Certificate</li> <li>GDPL – Graduated with Diploma</li> <li>NONE – No information exist for the students in this row. <b>These students must be corrected and row should have zero (0) in all columns.</b></li> </ul> <p><i>Note:</i> NONE is considered a Fatal Error</p> <ul style="list-style-type: none"> <li>PROM – Promotion</li> <li>RACD – Retention, Local Standards, Academic</li> <li>RADM – Retention, Administrative Decision</li> <li>RATN – Retention, Local Standards, Attendance</li> <li>RSTA – Retention, State Standards</li> </ul> |
| Status at End of Regular School<br><b>This total should match the total in the Status at end of Summer School Column</b> | <p>Number of students with the corresponding RPG Code at the end of the REGULAR school year. RPG codes are derived from the promotion/retention indicator on the home room history table on or before the Year End Transition parameter date.</p>  |

| Column   | Definition   |
|--|--|
| Type of Summer School  | Abbreviation describing the type of Summer school attended. Types of Summer schools include the following:<br>LOCS – Local Summer School   |
| Status at End of Summer School<br><b>This total should match the total in the Status at End of Regular School Column</b> | Number of students with the corresponding RPG Code at the end of the SUMMER. Post-Summer School RPG Codes are derived from the Post-Summer school entry in the home room history table after the Year End Transition parameter date. |

## Reconciling UERS and eSIS

To assist in reconciling retentions between the UERS RPG report and student information in eSIS, the Promotion/Retention (STU407R) report can be used.

To produce this report after YET:

1. Select

**Navigation:** Reports Icon > Course Credit and Diploma > Promotion/Retention > Run extract for ALL students > Run report

2. On the parameter form,
  - a. Select **School Detail** radio button, leave default setting of 'Both' for the **Report Type**.
  - b. Enter **Date Range** of Day 180 of the last school year and Day 0 of the current year.
  - c. Select **Homeroom History after Year-End Transition** radio button.
  - d. User choice of sort options.

Promotion/Retention

School: Wise County 1 High School 1 School Year: 2005/2006

**Report Title**

Student Promotion/Retention Report - School Detail

School: Wise County 1 High School 1 ?

Report Type: Both

School Summary:  School Detail:  District Summary:

Date Range - From: 05/29/2005 To: 08/24/2005

Homeroom History (after Year-End Transition):  Transition List (prior to Year-End Transition):

Sort By: Grade Level, Student Name

- Grade Level, Student Name
- Grade Level, Student Number
- Student Name
- Student Number
- Promoted/Retained Indicator

This report will not match the UERS report exactly, but may be used as a starting point to help reconcile the RPG report.