

From: Darnell, Crystal - Division of School Data Services
Sent: Friday, October 10, 2025 11:41 AM
To: All State KSIS Contacts
Subject: KSIS Notification: 2025-2026 Retention Reporting
Importance: High

KSIS Contacts,

Please verify the district's 2025 retention data (students retained from 2024-2025 SY to the 2025-2026 SY) by following the [Retention Reporting Process](#) guidance. Retention reporting includes students retained in grades **4-12**. Only primary enrollments are considered for inclusion in the retention report. Current year enrollment with a status of No Show will be included in the report if the prior year enrollment has an End Action of R: Retain. Students must be enrolled on the last instructional day of the 2024-2025 school year to be included in the retention report.

The retention data collection timeline is as follows:

1. October 31st: Data should be verified, and all errors resolved by schools and districts.
2. November 1st: Retention data will be extracted from Infinite Campus by KDE.

This data will be publicly reported on the 2025-2026 School Report Card. Please contact [Windy Spalding](#) with questions or concerns, thank you!

Windy Spalding

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