

2024-25 School Year Retention Reporting Process

Requirements

- The report will include students whose first enrollment in the current year (2024-25) is assigned the same state grade as their most recent enrollment in the previous school year (2023-24) in the same district.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
11	P	24-25 WOODFORD COUNTY HIGH SCH	08/14/2024		
<i>Start Status: E01 First enrollment of the year</i>					
<i>End Status:</i>					
11	P	23-24 WOODFORD COUNTY HIGH SCH	08/10/2023	05/23/2024	
<i>Start Status: E01 First enrollment of the year</i>					
<i>End Status: CO1 Close of Year</i>					

- The report will pull students whose most recent enrollment in the previous school year (2023-24) has an **End Action** of *R: Retain*. Students marked as retained in the 2023-24 enrollment and do not have a 2024-25 enrollment in the same district, will generate as retained on the retention report.

*Start Date 08/10/2023	No Show <input type="checkbox"/>	End Date 05/23/2024	End Action R: Retain	*Service Type P: Primary
*Local Start Status E01: First enrollment of the year		Local End Status CO1: Close of Year		

- The retention report includes those students retained in grades **04-12**.
- 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 2023-24 school year to be included in the retention report.

Use of the Data

- Public reporting of retention rates via the [School Report Card](#)

Retention Report

Tool Search: Retention Report

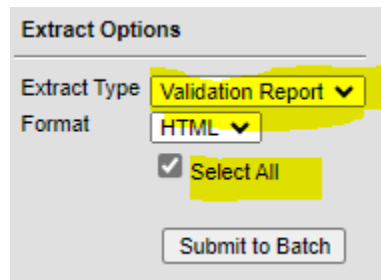
Districts must grant appropriate users rights to this report. There are two extract report options on the landing page:

- Validation Report**
- Retention Report**

Data Validation

Validate the district retention data by generating the **Validation Report** *Extract Type*.

- Select **24-25** as the *Year* from the drop list
- Select **All Schools** from the drop list
- Tool Search: **Retention Report**
- Extract Options
 - **Extract Type:** Default to *Validation Report* (this will produce a list of any errors that need to be addressed)
 - **Format:** Default to *HTML*
- Select the **Select All** indicator to run the report for all active schools within the 2023-24



Extract Options

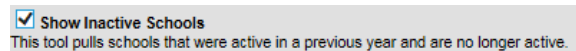
Extract Type: Validation Report

Format: HTML

Select All

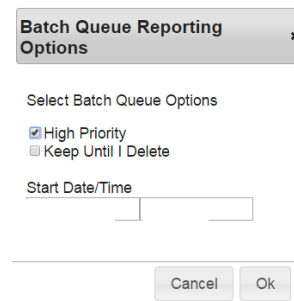
Submit to Batch

- Select the **Show Inactive Schools** indicator to include schools that are not active in the 2024-25 school year but were active in the 2023-24 school year.



Show Inactive Schools
This tool pulls schools that were active in a previous year and are no longer active.

- Click the **Submit to Batch** button
- Select the *High Priority* indicator and Click **OK** on the Batch Queue Reporting Options



Batch Queue Reporting Options

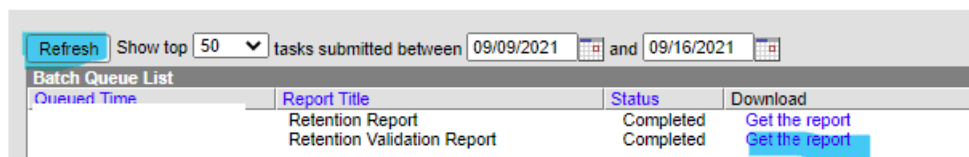
Select Batch Queue Options

High Priority
 Keep Until / Delete

Start Date/Time

Cancel Ok

- Click **OK** on the Success acknowledgement dialog box
- Once the report is complete, it will be available via the *Batch Queue List* at the bottom of the report landing page. Note: clicking the Refresh button will be necessary.



Refresh Show top 50 tasks submitted between 09/09/2021 and 09/16/2021

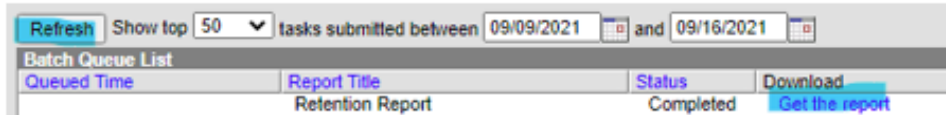
Queued Time	Report Title	Status	Download
	Retention Report	Completed	Get the report
	Retention Validation Report	Completed	Get the report

- Click on the hyperlink to open the report to identify any data quality issues to be addressed.

Data Review

Review the district retention data by generating the **Retention Report Extract Type**.

- Repeat steps above selecting active and inactive schools; click Submit to Batch; Refresh Batch Queue List



Queued Time	Report Title	Status	Download
	Retention Report	Completed	Get the report

- Once the report is available, open the file to review the retained students in your district for the 2024-25 school year. The report will open in Excel as a CSV file.

Data Verification

If there are any data discrepancies in the file, the data should be corrected within Infinite Campus and the report ran again to confirm accuracy of data. Once all data for the district is accurate, no further action is required. KDE will extract the data from IC on November 1.

Questions

[Windy Spalding](#) or (502) 564-5130, ext. 4063