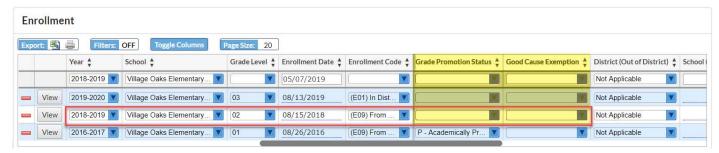# Promotion / Retention Code Entry

Grade Promotion Status – Promotion/Retention

You must enter any promotion/retention codes of R-Retained in same grade or A-Promoted for Good Cause prior to printing your report cards. If a student is not marked the report card will print "Promoted".
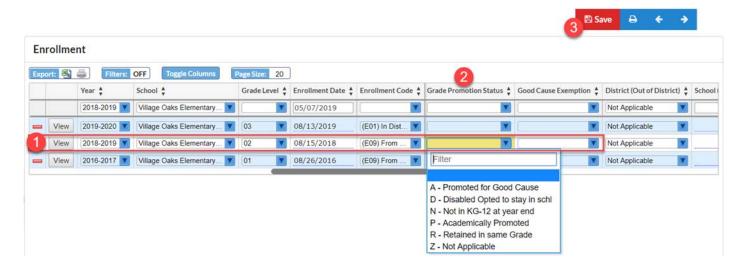

- **Grade Promotion Status** – This field is used to indicate whether the student is to be promoted or retained at the end of the enrollment for the Year and Type.
- **Good Cause Exemption** – This field is used to indicate the Good Cause Exemption that must be assigned to any Grade 3 student whose Grade Promotion Status = 'A'.

Note: Content in the Grade Promotion Status field from the current school year will automatically reflect in the next year enrollment record. Please disregard. Technology will run a district process that clears the grade promotion status field for the next year enrollment record. Make sure you enter your codes on the correct school year enrollment record.

Grade Promotion Status – "R" Retained in the Same Grade

From the Enrollment screen:
1. Locate the active 2018-2019 enrollment record.
2. Locate the Grade Promotion Status column.
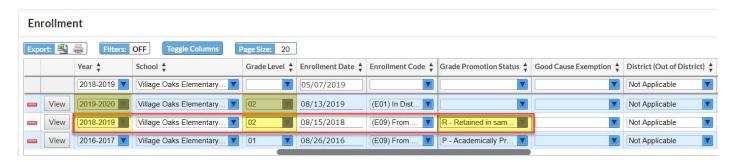3. Select the R-Retained in the same grade code from the drop-down.
4. Click Save.

Valid values:

Code	Definition/Example
A	Promoted to a higher grade without meeting levels of performance for pupil progression based on meeting criteria for a good cause exemption or because of a prior retention in third grade.
D	Student with disabilities opted to remain in school, or a non-disabled student opted to remain in school for one additional year. *
N	Not enrolled in a KG-12 program in the district at the end of the school year. **
P	Academically promoted to a higher grade, graduated, completed, or reported with withdrawal code WPO.
R	Retained in same grade at the end of the school year.
Z	Promotion status not applicable. Use this code for PK unless the PK student is promoted to kindergarten; for students in continuous progress schools who have not been promoted; for students enrolled part-time in District 71, and for students in grades 30 and 31.

Reference: http://www.fldoe.org/core/fileparse.php/18617/urlt/1819-126425.pdf

If a retention code is entered, the next year enrollment record will update during the nightly roll over to reflect the correct enrollment information for the next school year.

Grade Promotion Status – "A" Promoted for Good Cause/Good Cause Exemption
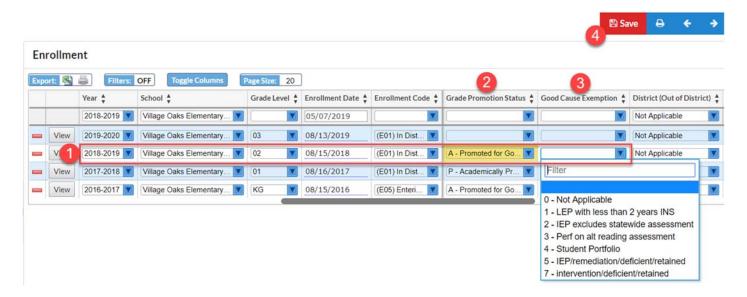
If you are entering a code of "A" for a 3rd grade student, then you <u>MUST</u> also enter a Good Cause Exemption code. If the student is NOT a 3rd grade student, then a Good Cause Exemption Code is not entered.

From the Enrollment screen:
1. Locate the active 2018-2019 enrollment record.
2. Locate the Grade Promotion Status column.
3. Select the A-Promoted for Good Cause code from the drop-down.
4. Locate the Good Cause Exemption column.
5. Select the Good Cause Exemption code from the drop-down.
6. Click Save.

Promotion / Retention Code Entry

Valid values:

Code	Definition/Example
0	Not Applicable
1	Limited English proficient students who have had less than 2 years of instruction in an English for Speakers of Other Languages program based on the initial date of entry into a school in the United States.
2	Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of Section 1008.212, F.S.
3	Students who demonstrate an acceptable level of performance on an alternative standardized reading or English Language Arts assessment approved by the State Board of Education.
4	A student who demonstrates through a student portfolio that he or she is performing at least a Level 2 on the statewide, standardized English Language Arts assessment.
5	Students with disabilities who take the statewide, standardized English Language Arts assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive instruction in reading or English Language Arts for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3.
7	Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3.

Reference: http://www.fldoe.org/core/fileparse.php/18617/urlt/1819-126500.pdf

Note: If you have entered a grade promotion code of A for a 3rd grade student and did not enter a Good Cause Exemption Code, this will display as an error (EI, EJ and EP) on your End-of-Year DOE Data Verification Report.

Grade Promotion Status – "P" Promoted

If no grade promotion status is entered, the report card will automatically print "Promoted". You do not need to manually enter "P" Promoted status. The only time a "P" promoted status is manually entered is if the student is withdrawing and _not_ returning the following school year.

▶ **0 errors (100%)** 3I) 'Grade Promotion Status: Good Cause Exemption' must be 0, 1, 2, 3, 4, 5, or 7. (*Reject*)

▶ **52 errors (99%)** 3J) If 'Grade Promotion Status' equals A and 'Grade Level' equals 3, 'Grade Promotion Status: Good Cause Exemption' must not be 0; If 'G is greater than 0, then 'Grade Level' must equal 3 and 'Grade Promotion Status' must equal A. (*Reject*)

▶ **280 errors (99%)** 3P) If 'Grade Level' equals 3, and student scored Level 1 on 3rd Grade FSA ELA, then Grade Promotion Statusmust = A, N or R. (*Reject*)

The "P" for promoted should only be entered if the student's withdrawal date is the last day of school. If the student left prior to the last day of school, the grade promotion status _would not_ be "P" for promoted. See valid values referenced above.