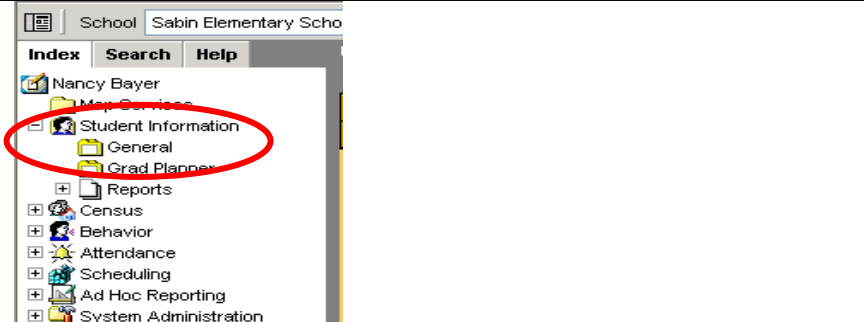
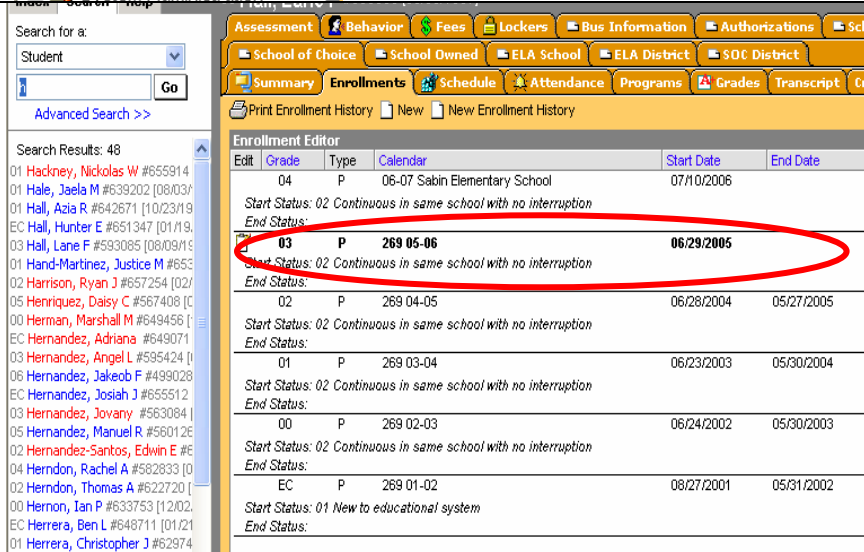


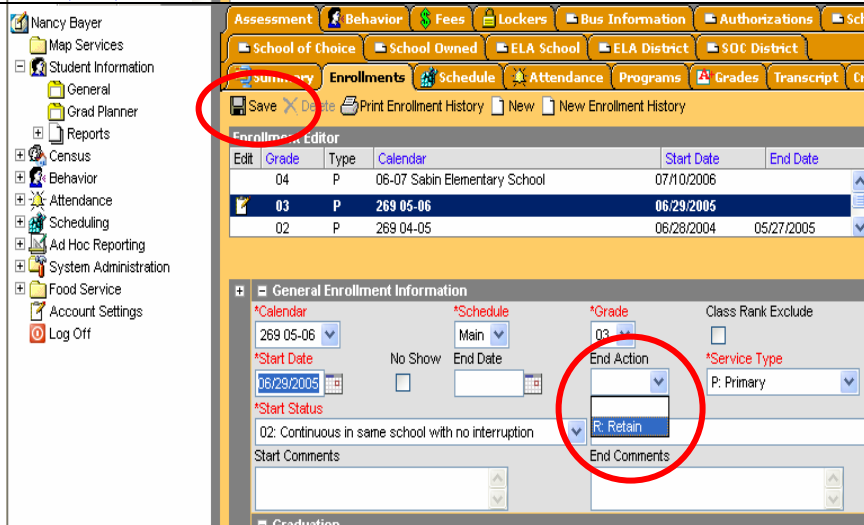
Accessing student to be retained



1. From the **Index** tab > **Student Information** link > **General** folder.
2. From the **Search** Tab > Select student to be Retained.



3. Select the **Enrollment Tab**.
 4. Select the current active school year enrollment record (bold, black highlight).
- Note: Do not make any changes to the grey Projected school year's enrollment record.*



5. Select End Action field > Choose **R: Retain**.
6. Select **Save**.

Clear Retain

1. Follow steps 1-3 above.
2. Select End Action field > Choose **blank**.
3. Select **Save**.