
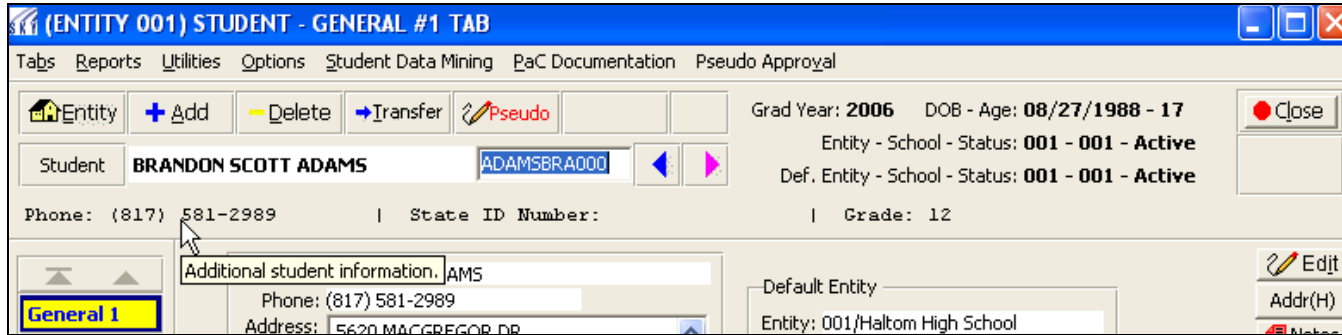


## How to Mark a Student as Retained

1. Go to SM/ST/ - 'pull-up' the student. Click  on the GENERL 1 tab.



(ENTITY 001) STUDENT - GENERAL #1 TAB

Entity + Add - Delete -> Transfer - Pseudo

Student: BRANDON SCOTT ADAMS ADAMSBR000

Phone: (817) 581-2989 | State ID Number: | Grade: 12

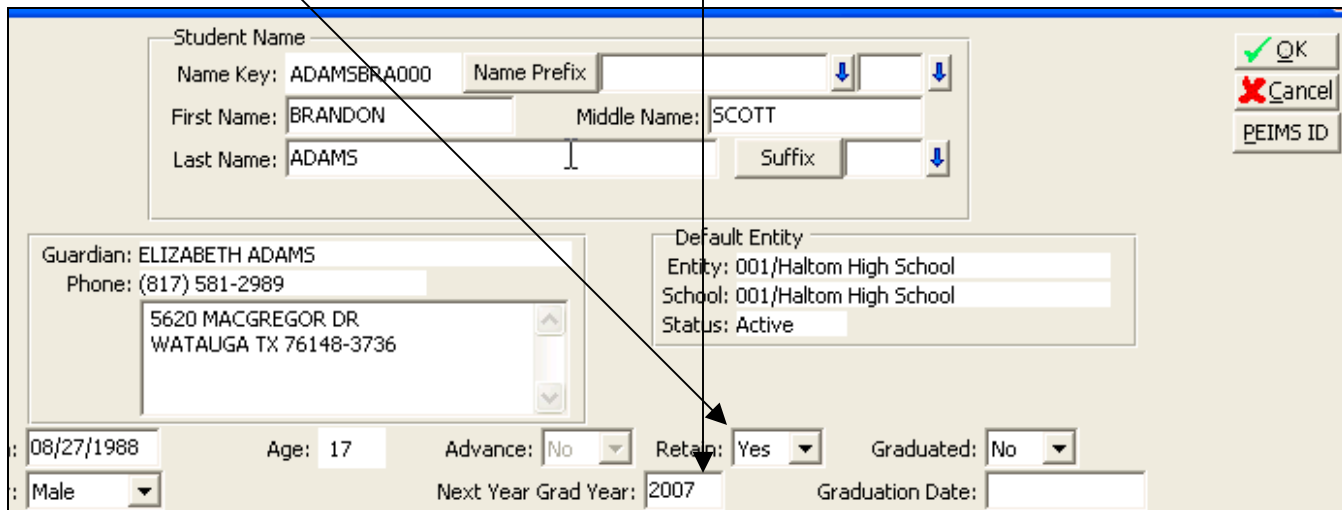
Additional student information: AMS  
Phone: (817) 581-2989  
Address: 5620 MACGREGOR DR

Default Entity: Entity: 001/Haltom High School

Buttons: Edit, Addr(H), Notes

Grad Year: 2006 DOB - Age: 08/27/1988 - 17  
Entity - School - Status: 001 - 001 - Active  
Def. Entity - School - Status: 001 - 001 - Active

2. Set the 'RETAIN' field to 'Yes' and up the 'Next year Grad Year' field by one year (ie 2006 to 2007)



Student Name

Name Key: ADAMSBR000 Name Prefix

First Name: BRANDON Middle Name: SCOTT

Last Name: ADAMS Suffix

Guardian: ELIZABETH ADAMS  
Phone: (817) 581-2989  
5620 MACGREGOR DR  
WATAUGA TX 76148-3736

Default Entity  
Entity: 001/Haltom High School  
School: 001/Haltom High School  
Status: Active

DOB: 08/27/1988 Age: 17 Advance: No Retain: Yes Graduated: No

Gender: Male Next Year Grad Year: 2007 Graduation Date:

Buttons: OK, Cancel, PEIMS ID

This is all you need to do. The year-end process will reenter the student in the same grade for next school year.