

# DAS - RETENTION PROCEDURE MANUAL

Provide guidelines for completing a retention request, the approval process,  
and notification process.

*Central Enrollment  
Center*

430 Cleveland Avenue

Columbus, OH 43215



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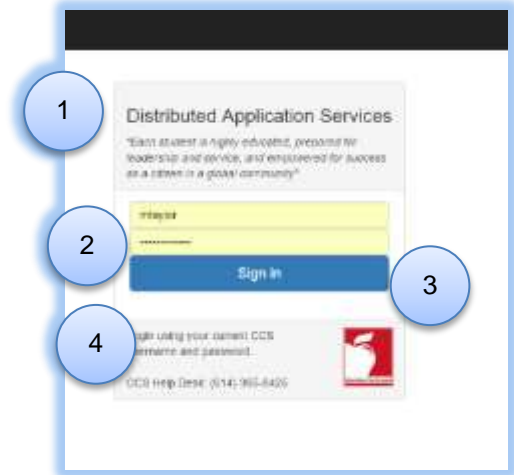
## Getting Started

Please use the link below to access the Retention Form. Your username and password are your regular district username and password used for accessing your computer, email, Infinite Campus, etc. Please open and use in Chrome.

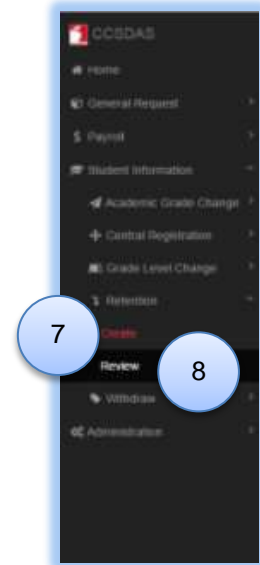
<https://applications.columbus.k12.oh.us/ccsdas/login/auth>

## Secretary's/Counselor's Role

1. Log into the Columbus City Schools – Distributed Application Services.
2. Enter Username.
3. Enter Password.
4. Click Sign in.



5. Select Student Information.
6. Expand Retention
7. Create
8. Review



## Creating a Retention Request

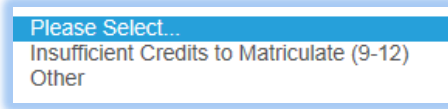
The screenshot shows a web application interface for creating a retention request. The title is "Student Retention Request". The form contains the following fields and elements:

- 1**: Requestor field, which is pre-filled with a name.
- 2**: Supervisor field, which is currently empty.
- 3**: Student # field, which is currently empty.
- 4**: A blue "Submit" button.

1. Requestor – Your name should automatically populate.
2. Supervisor/Principal's Name.
3. Student Number – Must be typed in and selected from the list that automatically populates as you are inputting the student number.
4. Click Submit

**PLEASE NOTE:** Once one student is added the screen changes.

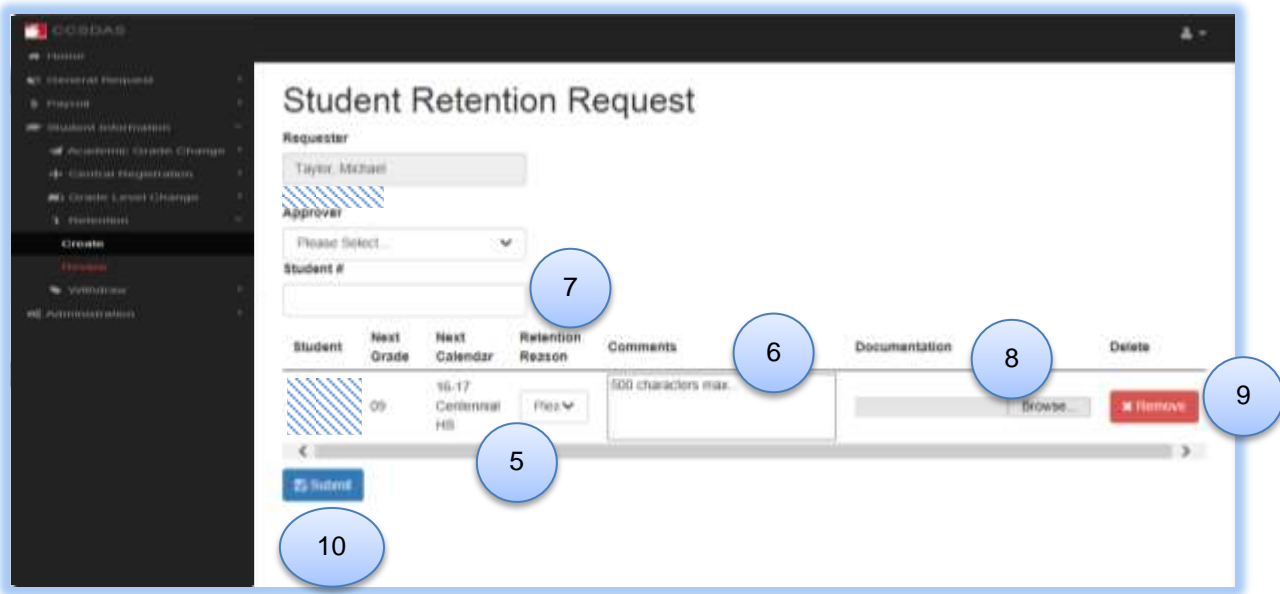
5. Select the reason for the retention from the drop down menu.
  - a. High School Retention Reasons



- b. Elementary & Middle School Retention Reasons



6. Make any necessary comments.
7. Add additional students by entering the student number and selecting the student from the list that automatically populates as you are inputting the student number.
8. Attach appropriate supporting documentation for each student (**REQUIRED FIELD**)
  - a. High Schools
    - i. Insufficient Credits to Matriculate (9-12) – Copy of CCS Transcript
    - ii. Other – Appropriate documentation to support the retention
  - b. Elementary & Middle Schools
    - i. Best Interest of Student – Signed statement from the building principal
    - ii. Other - Appropriate documentation to support the retention
    - iii. Parental Request – Signed request from the parents/guardians
    - iv. Social/Emotional – Signed statement from the building principal
    - v. Truant > 10% of required attendance days and failed 2 or more core content areas – Attendance Summary Report
9. Can remove student from list if added by mistake.
10. Submit when complete.

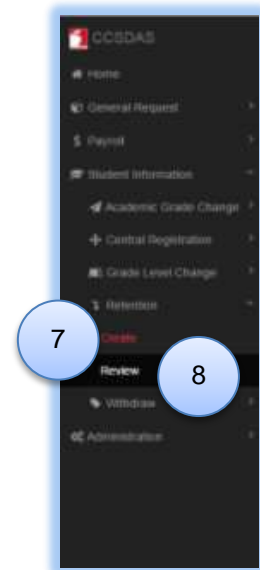


## Principal's/Director's Role

1. Log into the Columbus City Schools – Distributed Application Services.
2. Enter Username.
3. Enter Password.
4. Click Sign in.



5. Select Student Information.
6. Expand Retention
7. Create
8. Review



## Creating a Retention Request

The screenshot shows a web application interface for creating a retention request. The form is titled "Student Retention Request" and is located on the right side of a dark sidebar. The form contains four main fields: "Requestor" (with a blue circle labeled "1" over it), "Supervisor" (with a blue circle labeled "2" over it), "Student #", and "Submit" (a blue button with a white circle labeled "4" over it). A dropdown menu is visible next to the "Student #" field, with a blue circle labeled "3" over it. The sidebar on the left contains various navigation options, including "Home", "General Request", "Request", "Student Information", "Student Class Change", "Student Progress", "Student Loans", "Students", "Create", "Admin", and "Administration".

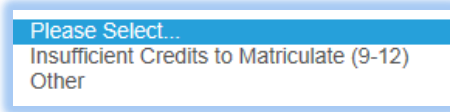
1. Requestor – Your name should automatically populate.
2. Supervisor/Principal's Name.
3. Student Number – Must be typed in and selected from the list that automatically populates as you are inputting the student number.
4. Click Submit

**PLEASE NOTE:** If you are the approver and create a Retention Request it will be approved when submitted.



**PLEASE NOTE:** Once one student is added the screen changes.

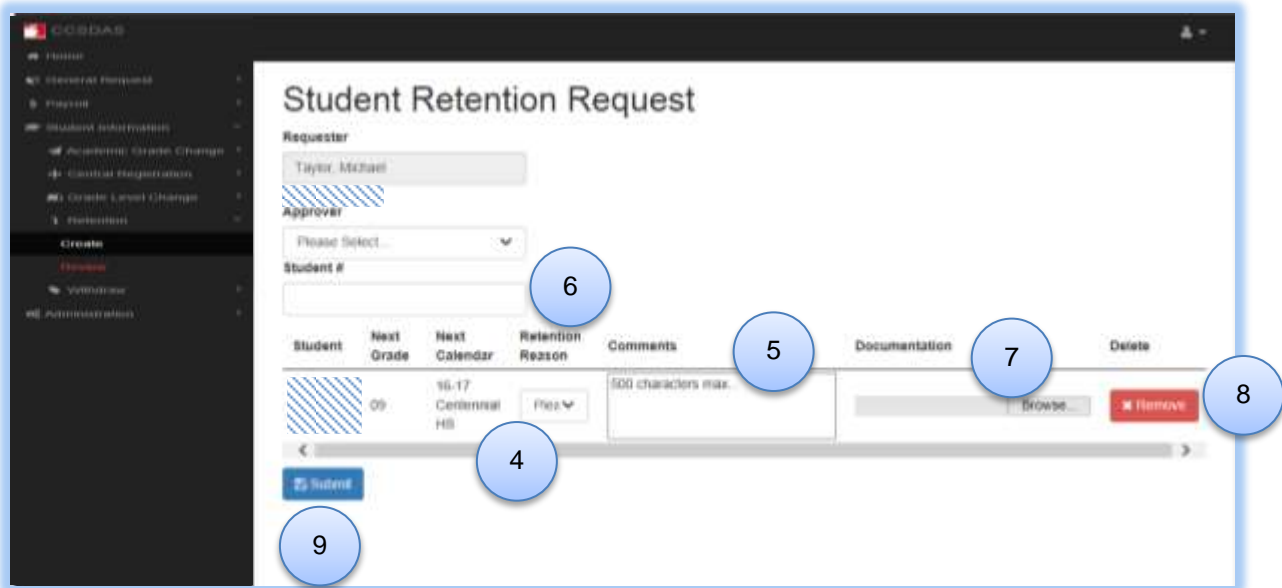
1. Select the reason for the retention from the drop down menu.
  - a. High School Retention Reasons



- b. Elementary & Middle School Retention Reasons



2. Make any necessary comments.
3. Add additional students by entering the student number and selecting the student from the list that automatically populates as you are inputting the student number.
4. Attach appropriate supporting documentation for each student (**REQUIRED FIELD**)
  - a. High Schools
    - i. Insufficient Credits to Matriculate (9-12) – Copy of CCS Transcript
    - ii. Other – Appropriate documentation to support the retention
  - b. Elementary & Middle Schools
    - i. Best Interest of Student – Signed statement from the building principal
    - ii. Other - Appropriate documentation to support the retention
    - iii. Parental Request – Signed request from the parents/guardians
    - iv. Social/Emotional – Signed statement from the building principal
    - v. Truant > 10% of required attendance days and failed 2 or more core content areas – Attendance Summary Report
5. Can remove student from list if added by mistake.
6. Submit when complete.



## Navigating the Retentions

The screenshot shows the 'Student Retention Requests List' interface. On the left is a navigation sidebar with 'Retentions' selected. The main area has tabs for 'Pending Principal Approval' (highlighted in red), 'Pending Central Enrollment Approval', 'Complete', and 'Denied'. A table below shows a list of retention requests with columns for ID, School, Year, Requester, Approver, Students, Date Created, and Action. A detailed view for request ID 159 is expanded, showing fields for Student Number, Student Name, Grade, Documentation, Reason, Comments, Process Retention, and Rejection Comments. Numbered callouts 1 through 6 point to specific UI elements: 1 points to the sidebar, 2 to the 'Pending Principal Approval' tab, 3 to the plus sign in the table row, 4 to the 'Pending Central Enrollment Approval' tab, 5 to the 'Complete' tab, and 6 to the 'Denied' tab.

1. Navigate to Student Retentions.
2. Select Pending Principal tab for the retention requests needing approval.
3. Click on the plus sign to expand the retention request and display the detailed information.
4. Pending Central Enrollment Approval tab displays the retention requests that are pending the approval of Central Enrollment.
5. Complete tab displays all of the retention requests that have been completed.
6. Denied tab displays all of the retention requests that have been denied.

## Approving the Retentions

The screenshot displays the 'Student Retention Requests List' in the CCSDAS system. The interface includes a sidebar with navigation options like Home, General Request, Payroll, Student Information, Academic Grade Change, Central Registration, Grade Level Change, Retention, Credits, Review, Withdrawal, and Administration. The main content area shows a table of retention requests with columns: ID, School, Year, Requester, Approver, Students, Date Created, and Action. The first request (ID 159) is selected, showing details for Student Number, Student Name, Grade, Documentation, Reason, Comments, Process Retention, and Rejection Comments. A blue arrow labeled '7a/b' points to the Process Retention checkbox, which is currently unchecked. A blue circle labeled '7' is next to the student details, and another blue circle labeled '8' is next to the Submit button.

ID	School	Year	Requester	Approver	Students	Date Created	Action
159	Centennial High School	15-16	Jackson, Judy	Pardo, Darin		05/24/2016	Submit
158	Centennial High School	15-16	Jackson, Judy	Pardo, Darin		05/24/2016	Submit
157	Centennial High School	15-16	Jackson, Judy	Pardo, Darin		05/24/2016	Submit
156	Centennial High School	15-15	Jackson, Judy	Pardo, Darin		05/24/2016	Submit
155	Centennial High School	15-16	Jackson, Judy	Pardo, Darin		05/24/2016	Submit
154	Centennial High School	15-16	Jackson, Judy	Pardo, Darin		05/24/2016	Submit

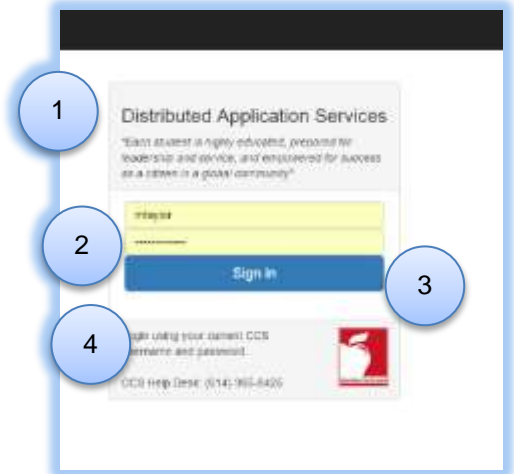
### 7. Verify information.

- If the information is correct make sure that the Process Retention box is marked.
- If the information is incorrect or the student is not being retained, please uncheck the Process Retention box.

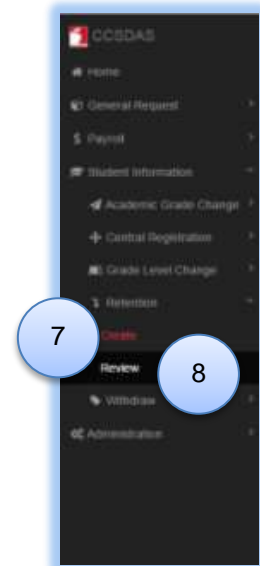
### 8. Submit.

## Central Enrollment's Role

1. Log into the Columbus City Schools – Distributed Application Services.
2. Enter Username.
3. Enter Password.
4. Click Sign in.



5. Select Student Information.
6. Expand Retention
7. Create
8. Review



## Navigating the Retentions

The screenshot shows the 'Student Retention Requests List' interface. On the left is a navigation menu with options like Home, General Request, Payroll, Student Information, Academic Grade Change, Central Registration, Grade Level Change, Retention, Create, Review, Withdraw, and Administration. The main area has a title 'Student Retention Requests List' and four tabs: 'Pending Principal Approval' (highlighted in red), 'Pending Central Enrollment Approval', 'Complete', and 'Denied'. Below the tabs is a search bar and a table with columns: ID, School, Year, Requester, Approver, Students, Date Created, and Action. A table row is expanded, showing details for student ID 159, including Student Number, Student Name, Grade (11), Reason (Insufficient Credits to Matriculate (9-12)), Comments (testing small), Process Retention, and Rejection Comments. A 'Submit' button is visible next to the table row.

ID	School	Year	Requester	Approver	Students	Date Created	Action
159	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit
158	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit
157	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit
156	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit
155	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit
154	Centennial High School	15-16	Jackson, Judy	Pardo, Darlo		05/24/2016	Submit

1. Navigate to Student Retentions.
2. Select Pending Central Enrollment Approval tab for the retention requests needing approval.
3. Click on the plus sign to expand the retention request and display the detailed information.
4. Pending Principal tab displays all of the retention requests that are pending the approval of the Principal.
5. Complete tab displays all of the retention requests that have been completed.
6. Denied tab displays all of the retention requests that have been denied.

## Approving the Retentions

The screenshot displays the 'Student Retention Requests List' in the CCSDAS system. The interface includes a sidebar with navigation options like Home, General Request, Payroll, Student Information, Academic Grade Change, Central Registration, Grade Level Change, Retention, Create, Review, Withdraw, and Administration. The main content area shows a table of retention requests with the following columns: ID, School, Year, Requester, Approver, Students, Date Created, and Action. A single request is listed with ID 152, School Centeral High School, Year 15-16, Requester Jackson, July, Approver Pardo, Darko, and Date Created 05/24/2016. Below the table, the details for this request are shown, including Student Number, Student Name, Grade (10), Reason (Insufficient Credits to Matriculate (9-12)), Comments (testing sending email to principal), and Process Retention (checked). A 'Documentation' field is present with a document icon, and a blue arrow labeled '7a' points to it. A 'Submit' button is located to the right of the details, and a blue circle labeled '8' is around it.

### 7. Verify information.

- Open and verify the attached document matches the reason for the retention.
- If the information is correct make sure that the Process Retention box is marked. If the information is incorrect or the student is not being retained, please uncheck the Process Retention box.

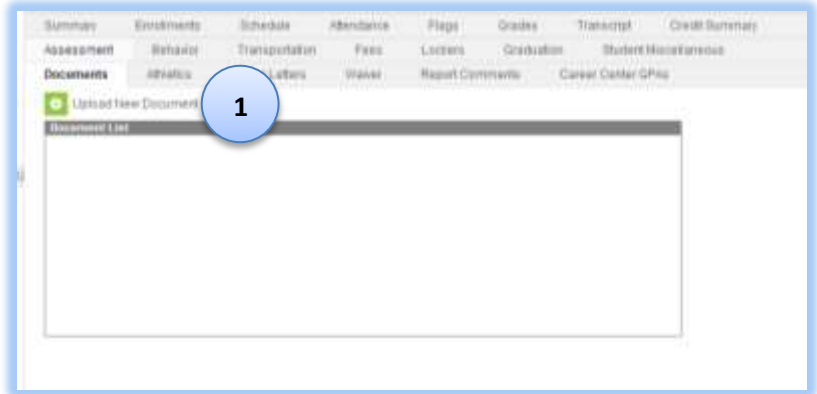
### 8. Submit.

**PLEASE NOTE:** The system will automatically transfer the data from the retention request to Infinite Campus. Enrollment Specialists will NOT key the information on the enrollment record. Enrollment specialists are only verifying data and uploading the attached documentation.

## Uploading Document to Infinite Campus

Upload the Withdrawal Form along with the supporting documentation.

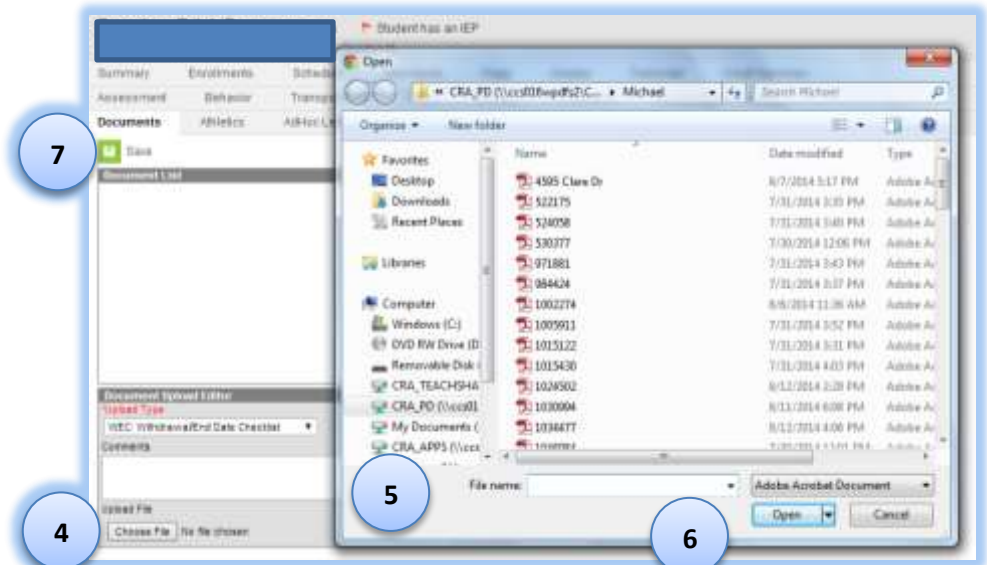
1. Select Upload New Document.



2. Select Upload Type – WEC Withdrawal/End Date Checklist.
3. Verify you are in the proper school year.



4. Select Choose File.
5. Then select the file from where you saved it.
6. Click Open.
7. Click Save.



# Board Policies/Administrative Guidelines - Retentions

## 5410 - Promotion, Placement, and Retention

### Columbus City Schools

#### Bylaws & Policies

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## 5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Columbus City Schools advocates policies and programs that promote effective curriculum and instruction essential to improving student achievement. Best practices are characterized by:

- A. a clear academic focus with well-defined high standards, expectations, and a challenging curriculum;
- B. a safe and orderly environment;
- C. small class size in the early grades to maximize opportunities for flexibility in instruction and individual student attention;
- D. a strong, comprehensive team of teachers, administrators, support staff, and parents;
- E. instructional strategies in a variety of settings that maximize time focused on learning and academic achievement;
- F. system-wide frequent monitoring of individual student performance based on benchmark assessments;
- G. early interventions that provide immediate assistance to students;
- H. staff development that supports all aspects of instruction; and
- I. adequate resources from both the District and the community.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.



The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

**Promotion:**

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

**Retention:**

In grades K-8, a student will be retained if s/he:

- A. has been truant more than ten percent (10%) of the required attendance days; and
- B. has failed two (2) or more required curriculum subjects, unless it is determined that the student is academically prepared to be promoted to the next grade level by the Principal and the teacher(s) of the subjects failed.

In grades 9-12, a student will not receive credit in a course if s/he has been truant more than ten percent (10%) of the required attendance days, unless the Principal and the teacher agree that the student is academically prepared to receive credit. Each year, students must earn at least five (5) credits, four (4) of which must be in the required curriculum, to be promoted to the next grade level. Of the four (4) required, one (1) must be in mathematics and one (1) in English at each grade level.

A student may be retained at his/her current grade level when s/he has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

Building principals shall identify and report any student to be retained within two (2) weeks after the close of the academic year. Any student who successfully completes an approved remediation program prior to the beginning of the next school year in order to comply with the above requirements may then be promoted to the next grade level. Such promotion shall be processed at the building level provided they occur no later than the second full week of the subsequent school year.

Any student transferring to the District in grades 9-12 who does not provide an official transcript at the time of enrollment shall be classified as "Not Determined" until such time as the transcript is received. Upon receipt of the official transcript from the previous school, the student shall be placed in the appropriate grade level.

Should an error occur in the retention or promotion of any student for reasons including, but not limited to, procedural errors or misinterpretation of a student's transcript, the building administrator shall request a correction to the appropriate

grade placement on a form developed by the Superintendent. The principal shall sign the required form once completed. A copy of the completed form shall be placed in the student's cumulative folder.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. assign to the principal the responsibility for determining the promotion, placement, or retention of each student;
- E. provide parents the opportunity to request the promotion, placement, or retention of their child;
- F. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

## Definitions

Truant - a truant is any student who is absent from school or class without expressed knowledge and permission from a parent/guardian or school official.

Unexcused absence – an unexcused absence is any absence that is not preceded by notification and/or followed by a note from a parent, guardian, or physician in a case of personal illness, family emergency, or other situations as defined by the Ohio Revised Code and/or District procedures.

Academically Prepared - academically prepared means meeting the following Columbus City Schools educational standards:

- A. individual school requirements
- B. District grade-level benchmarks
- C. State student learner competencies

Required Curriculum – In grades 9-12, required curriculum means the core courses that include English, mathematics, science, social studies, health, and physical education. One (1) technology course and one (1) academic elective course will be considered to be part of the core required curriculum.

R.C. 3313.608, 3313.608(D), 3313.609, 3313.647, 3324.10  
A.C. 3301-35-02(B)(5)

Adopted 5/19/15  
Effective 7/1/15  
Effective 11/17/15

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## Guidelines for Kindergarten Promotion, Placement and Retention



### Guidelines for Kindergarten Promotion, Placement and Retention

In accordance with section 3321.01 of the Revised Code and Board Policy 5112 (Entrance Requirements), a child shall be admitted to kindergarten if the child is five years of age by the thirtieth day of September (September 30<sup>th</sup>) of the year of admittance.

A. A child who does not meet the age requirements of this section for admittance to kindergarten, but who will be five years old prior to the first day of January of the school year in which admission is requested, shall be evaluated for early admittance in accordance with Board Policy 5408 (Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation) upon referral by the child's parent or guardian, an educator employed by the district, a preschool educator who knows the child, or a pediatrician or psychologist who knows the child.

B. If a child for whom admission to kindergarten is requested will not be five years of age prior to the first day of January of the school year in which admission is requested, the child shall be admitted only in accordance with Board Policy 5408 (Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation).

In order to ensure that students successfully meet the kindergarten requirements of this District, any student admitted into kindergarten for the first time after the conclusion of the first grading period shall be placed into kindergarten in the subsequent school year. Should a student's parent or guardian believe that the student has successfully met the kindergarten requirements of the district despite being admitted after the conclusion of the first grading period, the student's parent or guardian may request that the student be evaluated pursuant to Board Policy 5408 (Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation). If the conclusion from the assessment is that the student is prepared for first grade, the student shall be accelerated pursuant to that policy. If the conclusion from the assessment is that the student is not prepared for first grade, the student shall be placed in kindergarten. Any appeals shall be consistent with Board Policy 5408 (Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation).

For purposes of this guideline, a student shall be considered as having been admitted into kindergarten for the first time if he/she was not previously enrolled in another kindergarten program that meets the criteria of division (B) of section 3321.01 of the Revised Code.

Adopted: 09-10-2015

Reviewed by Attendance & Accountability: 09-10-2015