

# Retention Student Reporting Collection Checklist

## Traditional and Community Schools

This collection is the only opportunity to report the Retained Status for all students in grades KG through 23 - *typical timeframe for this collection to begin is in early August.*

### **PowerSchool**

- ❖ **The Retention Collection** will include the following records - FN - **for both Traditional Districts and Community Schools**

- *FN Updates*

\*Retained Status needs to be updated on all students in grades KG through 23 from the previous school year including summer withdrawals from your district.

From Section 2-6 of the EMIS Manual regarding Retention reporting - current Retained Status reasons can be found in this section of the manual:

[https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes\\_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US](https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US)  
[https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes\\_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US](https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US)  
[https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes\\_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US](https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US)  
[https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes\\_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US](https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-US)

Reporting Instructions. Report the option that best describes the student's retention status as of the first day of the current school year.

*Reporting Retention Status Specific to Third Grade Reading Guarantee Requirements.* If a student is subject to retention in grade 3 based on Third Grade Reading Guarantee reading requirements and state assessment results, report the student's retained status with options "A", "D" – "M" or option "5".

For any grade 3 student promoted due to adequate performance on a Third Grade Reading Guarantee Alternative Assessment, report the option that identifies the specific alternative assessment taken— options "J", "K", "L", or "M". The full names of the ODE-approved Third Grade Reading Guarantee Alternative Assessments can be found on ODE's website.

For students demonstrating adequate performance on a Third Grade Reading Guarantee Alternative Assessment who are retained for other reasons, report option "5".

Report option “\*” for students who have met the reading requirements in the Third Grade Reading Guarantee and have not been retained.

- ❖ **Run the reports** for extract out of PowerSchool by accessing the following: System Reports, State, FN Extract - for the records required to be submitted.

#### **Data Collector**

- ❖ **Upload your** extract from Power School - Collect - Prepare - Preview Available Reports Submit Data
- ❖ Currently only Preview of Data Submitted and limited Level 1 reports available for this collection.