

# Retention Student Reporting Collection Checklist

## Traditional and Community Schools

This collection is the only opportunity to report the Retained Status for all students in Grade 3 the previous year - *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 grade 3 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:

Reporting Instructions. This element is only reported for students in Grade 3. Report the option that best describes the student's retention status as of the first day of the current school year. If a student is 2.6 Student Attributes—No Date (FN) Record Revised: October 13, 2020 ODE EMIS Manual, Version 11.1 Page 18 of 24 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" – "N" 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", "M", or "N". 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