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-UShttps://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-UShttps://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-UShttps://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 – H, J - N or 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.
**English Language Learner - Retained Status D
**Individualized Education Program (IEP) - Retained Status E

**Student previously retained and had 2 years intensive reading remediation - Retained Status F

**Students w/most significant cognitive disabilities, not subject to TGRG law or any of its requirements - Retained Status G

**For students demonstrating adequate performance on a Third Grade Reading Guarantee Alternative Assessment who are retained for other reasons - Retained Status 5

**Report Retained status of ** for students who have met the reading requirements in the Third Grade Reading Guarantee and have not been retained.

Helpful ODE information can be found inside the ODE ITC EMIS Training from August 2018 at this link:

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training

- ❖ **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.