

## Student Retention (RETN) Module

The RETN: Student Retention module is a school level module that collects data on the students retained. The purpose of this document is to provide helpful tips and to demonstrate how to accurately report retention. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- **RETN-1:** Student Retention Indicator\*
- **RETN-2 GRK:** Retention of Students in Kindergarten

In addition, guidance on accurately reporting zeros, blanks (i.e., nulls) and NS is provided at the end of the document.

### Resource Links

- [CRDC Resource Center Training Videos](#)

### Dates

The data reported should be based on the entire 2021-22 school year, including summer, up to one day prior to the start of the following school year.

#### Example:

If it is reported in “SCHR-1: Grades with Students Enrolled” that a school did not offer Kindergarten for the 2021-22 school year, then the “RETN-1: Student Retention Indicator” and the “RETN-2 GRK: Retention of Students in Grade Kindergarten” will default to NA.

### Skip Logic

**This module contains skip logic.** Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following RETN table utilizes skip logic:

- RETN-1: Student Retention Indicator

### DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

NO NEW OR REVISED ELEMENTS

**NEW**

### for 2021-22 CRDC

For the CRDC, using nonbinary as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

**Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

- [Reporting Nonbinary for K-12 Students](#)

## Special Guidance

If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Courses & Classes module is OPTIONAL.

If the school does NOT have nonbinary students in its enrollment records, then the nonbinary category in the Courses & Classes module is SKIPPED.

### KEY DEFINITIONS

A student is retained if he or she is not promoted to the next grade prior to the beginning of the following school year. Students are not –considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

**Note:** The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a not applicable (NA) code or zero (0) where appropriate.

## Frequently Asked Questions

### 1. What dates should we report data for the 2021-22 school year?

The data reported should be based on the entire 2021-22 school year, including summer, up to one day prior to the start of the following school year.

### 2. We have two students that were retained at the end of the 2021-22 school year, but transferred out of district prior to the start of the following year, should they be counted?

Yes! Both students should be counted as retained. A student is retained if he or she is not promoted to the next grade prior to the beginning of the following school year.

### 3. We had a student transfer into our district late in the school year that did not graduate. Would this student be counted in the retention numbers?

Yes! You are reporting a cumulative count, beginning from the start of the 2021-22 school year and through the summer, up to one day before the start of the following school year.

### 4. Do we include students retained at the end of 2021-22 school year but did not re-enroll at the same school for the following school year?

Yes! If a student completes the 2021-22 school year at school A and is retained, then transfers to school B for the following school, then the student should be counted as retained at school A.

### 5. We have a student enrolled in one school for the count date, but then moves to another school within our district after the count date. Which school reports the retained students?

The student should be counted as retained at the last school attended prior to the beginning of the following school year.

**6. Should our school report ungraded/grade 13 equivalent non-IDEA students as retained in grade 12?**

For the 2021–22 CRDC, grade 13 IDEA and non-IDEA students should be reported as ungraded. These students should not be reported as retained unless they meet the definition of retained.

A student is retained if he or she is not promoted to the next grade prior to the beginning of the following school year. Students are not considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

Grade 12 IDEA or non-IDEA students who were retained at the end of the 2021-22 school year (not promoted to the next grade level), should be reported as grade 12 students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in grade 12.

Grade 12 IDEA or non-IDEA students who were not retained at the end of the 2020–21 school year, but who did not complete their graduation requirements and were enrolled in the school for the 2021–22 school year, should be counted as ungraded students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in the ungraded level.

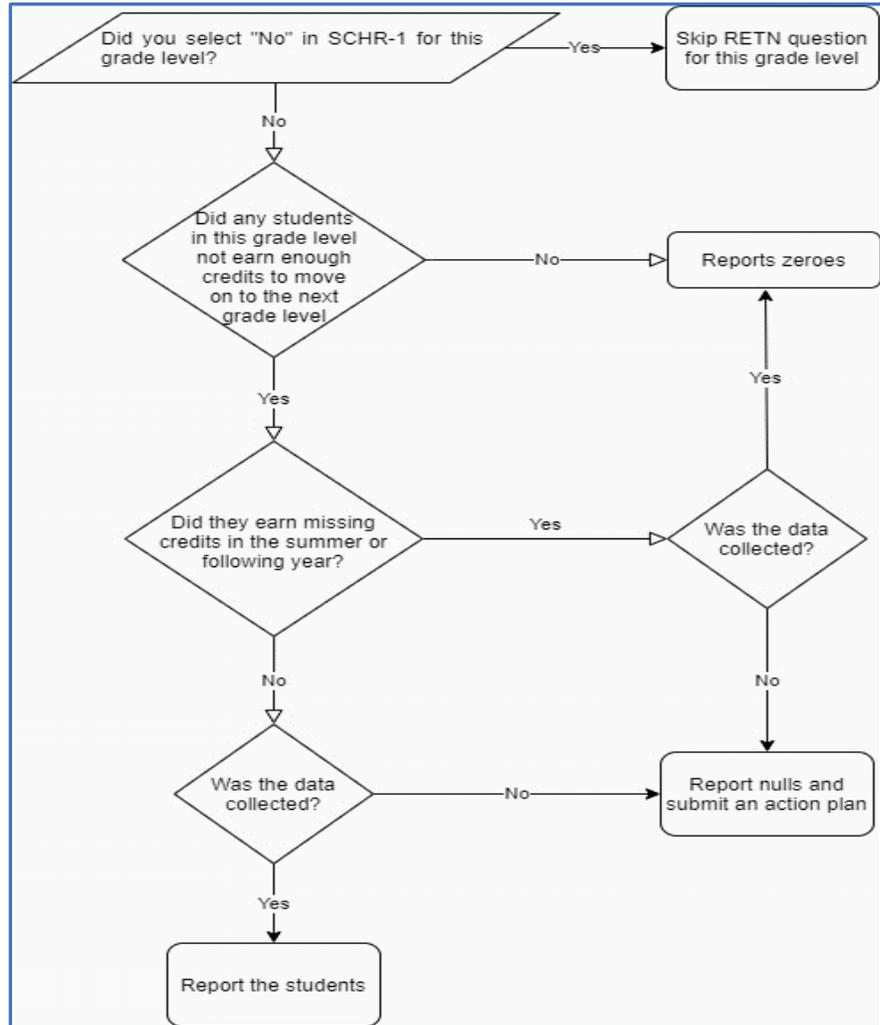


Figure 1. Student Retention flow chart.

**7. Our district does not directly retain 9th graders even if they fail a course and need to take it again. They become 10th graders who are making up a course they failed. In this case, would these students be counted as retained?**

Students are not considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

**8. Should I report information for students that were retained going into the 2021-22 school year, or at the end of the school year?**

Report a cumulative count for the period beginning at the start of the 2021-22 school year and ending one day prior to the start of the following school year. Report students who will repeat the same grade in the following school year. Only students who were retained for the 2021-22 school year, which includes up to one day prior to the start of 2022-23 school year, should be reported as retained for the 2021-22 school year.

**9. How do I count students who attended summer school?**

Do NOT count a student as retained if the student was able to proceed to the next grade because the student successfully completed a summer school program or for a similar reason.

**10. Should we report special education students age 18-21 (including enrolled in life skills classes) as retained in grade 12?**

Special Education students (ages 18 to 21) enrolled in ongoing, ungraded programs should not be considered retained students. Retainment applies to students eligible for next grade promotion or graduation (typically based on grade performance/credits) but did not meet the requirements to do so.

**11. Should 12th graders who accumulated the proper number of credits for graduation be marked as promoted even if they did not graduate?**

Twelfth graders must meet the requirements of graduation (diploma), not promotion. A student that has accumulated the proper number of credits has, in fact, met the requirements for graduation (diploma), despite not participating in an actual graduation ceremony. Note: Retainment applies to students eligible for next grade promotion or graduation/diploma (typically based on grade performance/credits) but did not meet the requirements to do so. If a student accumulated the proper number credits, but not in the proper dissemination needed for promotion or graduation/diploma, then the student should be considered as retained. However, if a student successfully completed a summer school program prior to the start of the next school year, then that student would have met the requirements of promotion or graduation/diploma and should not be considered retained.

**12. Should I include EL students and students with disabilities in the race/ethnicity table?**

Yes. The race/ethnicity table includes ALL students.

**13. Can I count students in more than one race/ethnicity column**

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

**14. What if a student is served under IDEA and Section 504?**

The "Section 504 Only" column refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

**15. Should our school report ungraded/grade 13 equivalent non-IDEA students as retained in grade 12?**

For the 2021–22 CRDC, grade 13 IDEA and non-IDEA students should be reported as ungraded. These students should not be reported as retained unless they meet the definition of retained.

**A student is retained** if he or she is not promoted to the next grade prior to the beginning of the following school year. Students are not considered retained if they can proceed to the next grade because they successfully completed a summer school program or for a similar reason. At the high school level, a student who has not accumulated enough credits to be classified as being in the next grade is considered retained.

**Grade 12 IDEA or non-IDEA students who were retained** at the end of the 2021–22 school year (not promoted to the next grade level), should be reported as grade 12 students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in grade 12.

**Grade 12 IDEA or non-IDEA students who were not retained** at the end of the 2021–22 school year, but who did not complete their graduation requirements and were enrolled in the school for the 2022–23 school year, should be counted as ungraded students. For the school-level Grades with Students Enrolled item, the LEA should report having at least one student enrolled in the ungraded level.

### When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

### Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

### When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

### When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

### When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit an [action plan](#).

**Partner Support Center**  
(855) 255-6901  
Email: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)