2025-2026 School Year Retention Reporting Process

Requirements

- The report will include students whose first enrollment in the current year (2025-2026) is assigned to the same state grade as their most recent enrollment in the previous school year (2024-2025) in the same district.

- The report will pull students whose most recent enrollment in the previous school year (2024-2025) has an **End Action** of *R: Retain*. Students marked as retained in the 2024-2025 enrollment and do not have a 2025-2026 enrollment in the same district, will generate as retained on the retention report.

- The retention report includes those students retained in grades **04-12**.
- Only **primary** enrollments are considered for inclusion in the retention report.
- Current year enrollment with a status of No Show will be included in the report if the prior year enrollment has an End Action of R: Retain.
- Students must be enrolled on the last instructional day of the 2024-2025 school year to be included in the retention report.

Use of the Data

- Public reporting of retention rates via the [School Report Card](#)

Retention Report

Tool Search: Retention Report

Districts must grant appropriate users rights to this report. There are two extract report options on the landing page:
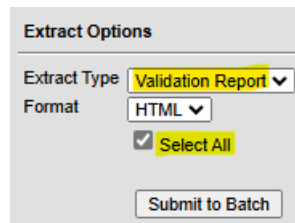
- **Validation Report**
- **Retention Report**

Data Validation

Validate the district retention data by generating the **Validation Report** *Extract Type*.

- Select **2025-2026** as the *Year* from the drop list
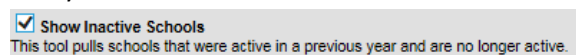- Select **All Schools** from the drop list
- Tool Search: **Retention Report**

- Extract Options
  - **Extract Type**: Default to *Validation Report* (this will produce a list of any errors that need to be addressed)
  - **Format:** Default to *HTML*
- Select the **Select All** indicator to run the report for all active schools within the 2024-2025.
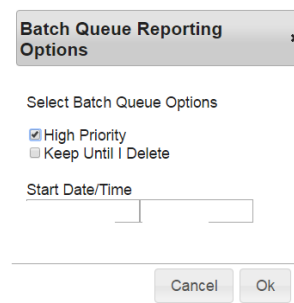
Extract Options

Extract Type [Validation Report ▾]
Format [HTML ▾]
☑ Select All

[Submit to Batch]

➢ Select the **Show Inactive Schools** indicator to include schools that are not active in the 2025-2026 school year but were active in the 2024-2025 school year.

☑ Show Inactive Schools
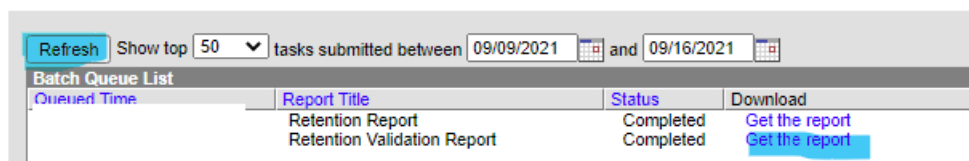This tool pulls schools that were active in a previous year and are no longer active.

➢ Click the **Submit to Batch** button
➢ Select the *High Priority* indicator and Click **OK** on the Batch Queue Reporting Options

Batch Queue Reporting Options ×

Select Batch Queue Options
☑ High Priority
☐ Keep Until I Delete

Start Date/Time
[   ] [   ]

[Cancel] [Ok]

➢ Click **OK** on the Success acknowledgement dialog box
➢ Once the report is complete, it will be available via the *Batch Queue List* at the bottom of the report landing page. Note: clicking the Refresh button will be necessary.
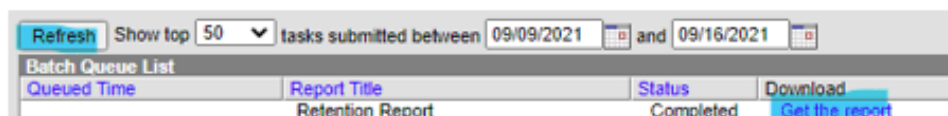
[Refresh] Show top [50 ▾] tasks submitted between [09/09/2021] 🗓 and [09/16/2021] 🗓
Batch Queue List

Queued Time	Report Title	Status	Download
	Retention Report	Completed	Get the report
	Retention Validation Report	Completed	Get the report

➢ Click on the hyperlink to open the report to identify any data quality issues to be addressed.

Data Review

Review the district retention data by generating the **Retention Report** *Extract Type*.

➢ Repeat steps above selecting active and inactive schools; click Submit to Batch; Refresh Batch Queue List

[Refresh] Show top [50 ▾] tasks submitted between [09/09/2021] 🗓 and [09/16/2021] 🗓
Batch Queue List

Queued Time	Report Title	Status	Download
	Retention Report	Completed	Get the report

➤ Once the report is available, open the file to review the retained students in your district for the 2025-2026 school year. The report will open in Excel as a CSV file.

Data Verification

If there are any data discrepancies in the file, the data should be corrected within Infinite Campus and the report ran again to confirm accuracy of data. Once all data for the district is accurate, no further action is required. KDE will extract the data from IC on November 1.

Questions

Windy Spalding or (502) 564-5130, ext. 4063