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# Promotion and Retention Codes

WebSmart allows a District to create local codes for the purpose of defining that students will be promoted or retained for the coming school year. This is an *optional* feature that will be included on final report cards and determine how certain automated procedures will function.


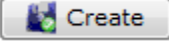


## Setting Up Codes

Students > Students > Demographic Flags > Promote Retain Codes

This screen is designed to maintain the District's locally defined Promotion and Retention codes. These are intended to be used before the end of a school year to affect how the students are placed for the next school year. There is no limit to the number of codes that can be created to meet the needs of the District.

Since these codes are shared across the District; a decision should be made taking all campuses that will use them into consideration.

How to Create a Promote / Retain Code:

- Click  **Add New Code**
- Enter the **Code**
- Enter the **Description**
- Click 
- Configure additional settings for the code:
  - Click  **Edit Identifier**
  - Use the drop list to set the **At Risk Indicator**, if applicable. Setting this will auto-assign the At Risk Indicator for the next school year during the automated Pre-Enrollment process.
  - Use the check box, **Should Be Retained**, if applicable. Setting this will cause any student receiving the code to not have the grade level advanced during the automated Pre-Enrollment process.
  - Click 

Sample Promoted code:

General Information

**Edit: Pr - Promoted** [Return to list](#)

Promote Retain Reasons codes are codes that are used to determine if a student will be promoted

**Identifier**

**Code\*** Pr

**Description\*** Promoted

**List Description\*** Promoted

**At Risk Indicator** None

**Should Be Retained**

Sample Retained code:

General Information

**Edit: Re - Retained** [Return to list](#)

Promote Retain Reasons codes are codes that are used to determine if a student will be promoted

**Identifier**

**Code\*** Re

**Description\*** Retained

**List Description\*** Retained

**At Risk Indicator** 03 - Was not advanced grade levels

**Should Be Retained**