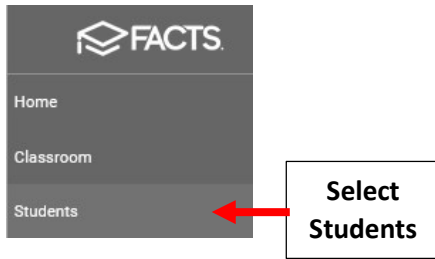


Retaining Students in FACTS SIS

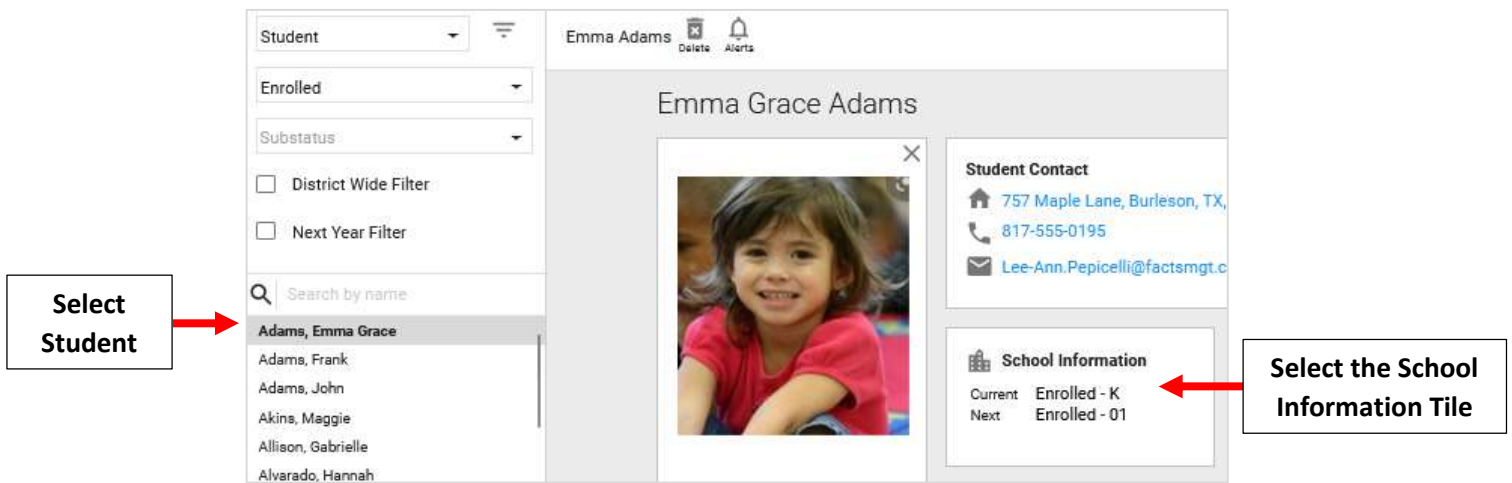
Change Next Grade Level for Students being **Retained** in their Current Grade

Select **Students** from main menu

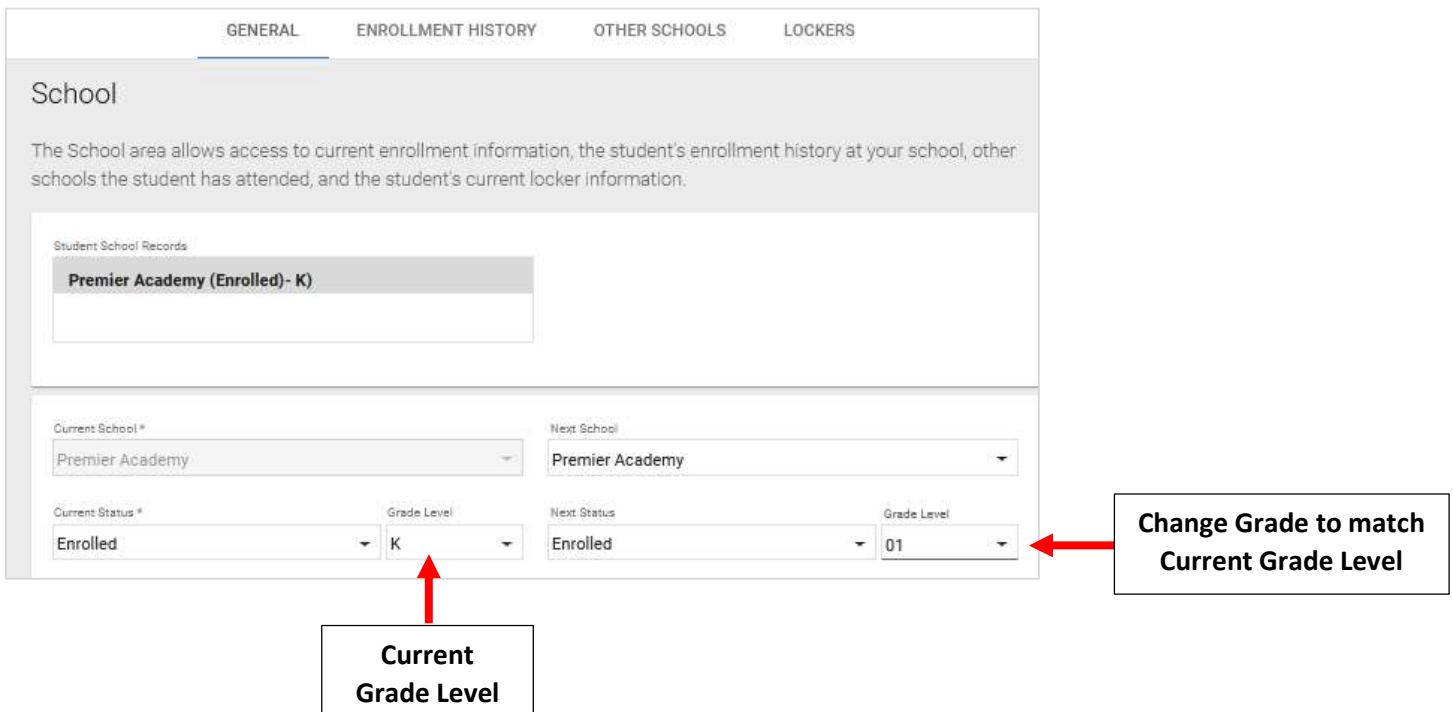


*****This Applies Only to Students being **
Retained in Same Grade Level***

Select **Student** From List than Select the **School Information** Tile








Select the **Grade Level** Drop Down and **Change Grade** to match **Current Grade Level**



Select **Save** to **Save** your Changes

****Please Note: Updates are Done One Student at a Time. There is NO Bulk Update Option**

Emma Adams    

Current School Premier Academy	Next School Premier Academy
Current Status * Enrolled	Next Status Enrolled
Grade Level K	Grade Level K
Sub Status	Enrolled Date * 9/10/2021 

Save

Select **Save** to **Save** your Changes