

## Retention Data: Entering End of Year Status

As we approach the end of the school year, JAG requires us to collect important retention data. One of these Retention Data measures is the End of Year Status. We collect the End of Year Status, not only to get an idea where your students are at the conclusion of the school year. It also allows us to set the foundation for the data collected to calculate the “Return to School” metric we, as a state, have to report to JAG.

Often times, we refer to each retention measure as its own data component (ex. End of Year Status or Sept. 30<sup>th</sup> Status). But in eNDMS, these two items are located under the Retention Data link. As the name states, we will want to see this information collected/entered by the end of each school year.

Below is a step by step guide to enter the End of Year Status in eNDMS:

### Steps to enter End of Year Status in eNDMS:

- 1) Select your **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** link in the Navigation Toolbar (red menu top of your screen).
- 3) Select the **Retention** link from the drop down menu.
- 4) Enter the **End of Year Status** for each student in the End of Year Status column.
- 5) Select the **Save All Changes** button at the bottom of the screen to save the End of Year Status.

**JAG** 

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Montana School 20XX-20 ▼
Edit

- Participant 1
- Participant 2
- Participant 3
- Participant 4
- Participant 5
- Participant 6
- Participant 7
- Participant 8
- Participant 9
- Participant 10

### Student Retention:

September 30th status is recorded *after* End of Year status. It is used to determine the Participant's enrollment status at the beginning of the next school year.

Participant	End of Year Status	Sept. 30th Status
Participant 1 <small>student number</small>	Select One <b>Enrolled in Same School</b> Enrolled in Different School Left School Graduated	Select One <span style="float: right;">▼</span>
Participant 2 <small>student number</small>		Select One <span style="float: right;">▼</span>
Participant 3 <small>student number</small>	Left School <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>
Participant 4 <small>student number</small>	Graduated <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>
Participant 5 <small>student number</small>	Graduated <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>
Participant 6 <small>student number</small>	Enrolled in Same School <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>
Participant 7 <small>student number</small>	Enrolled in Different School <span style="float: right;">▼</span>	Select One <span style="float: right;">▼</span>

**Note:** Although the Sept. 30<sup>th</sup> Status is on the same screen as the End of Year Status, we will not be entering this set of data components until the following school year. This is the final component to make up JAG’s “Return to School” calculations for a state and individual programs.